

Agenda Item No. 2
Request for Town Council Action

TO: The Honorable Mayor and Town Council
FROM: Arosha Jayawickrema, Town Manager
DATE: May 23, 2023
SUBJECT: Move to enter into an agreement and permitting with Water and Wetland LLC

SUMMARY:

The Berlin Parks and Grounds Department is requesting to waive the bidding process for Water & Wetland LLC for permitting and treatment of several invasive species such as water chestnut, milfoil and coontail on three waterways throughout the Town of Berlin. The bid waiver is being requested for the purpose that Water & Wetland LLC has obtained the state permitting and are familiar with these waterways. They also treated Paper Goods Pond last year. The funds are available in the 2023/2024 budget in the amount of \$25,000 out of account 001.25.2545.0.53932.00000.

ACTION NEEDED:

Move to waive the Town's bidding procedure for Water & Wetland LLC, in the amount of \$25,000 for permitting, treatment and aeration of invasive species at several waterways throughout town as this is in the best interest for town.

ATTACHMENTS:

- 1) Sufficiency of funds
- 2) Posted sign

PREPARED BY:

Steven T. Wood, Superintendent of Parks and Grounds



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

(Sec. 6-10-2 of the Town Charter)

DATE 1-Jun-23

Purchase Item or Contract: Grounds		Requested by: S. Wood	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Water & Wetland pond treatment (FY24)	\$25,000.00	\$25,000.00
			-
			-
			-
			-
TOTAL			\$25,000.00

Account No. 001.25.2545.0.53932.00000

Budgeted Amount.....	\$25,000.00	Available balance.....	\$25,000.00
Encumbrances to Date.....	\$0.00	Amount Needed for This Package.....	\$25,000.00
Expenditures to Date.....	\$0.00	Available Balance After Purchase.....	\$0.00

Is a budget change needed? ☐ Yes ☒ No

If so, has a budget change been prepared? ☐ Yes ☐ No

☒ I certify that there ARE sufficient funds available to support the purchase of the items described above.

or:


Finance Director or Assist. Finance Director

☐ I certify that a budget change in the amount of \$ _____ must be processed concurrently with this certification to support this commitment.

Finance Director or Assist. Finance Director

CAUTION

PAPER GOODS POND TO BE TREATED WITH PESTICIDE ON MONDAY, JULY 11, 2022

Pesticide Name(s): CLEARCAST
CLIPPER

Time To Be Treated: 8:00AM-3:00PM

CT DEEP PERMIT #: AQUA-2021-470

**DO NOT USE THE WATER FOR THE FOLLOWING
PURPOSE(S) UNTIL THE DATE NOTED BELOW:**

DIRECT DRINKING AND COOKING	7/14/2022
BOATING, FISHING AND SWIMMING	7/12/2022
WATERING OF LIVESTOCK	7/12/2022
IRRIGATION	7/16/2022

FOR FURTHER INFORMATION, CONTACT:



Water & Wetland, LLC
Upton, MA
(888) 493-8526
info@waterandwetland.com

**THIS SIGN MUST REMAIN POSTED FOR 7 DAYS AFTER
TREATMENT OR UNTIL THE LATEST DATE ISSUED ABOVE**

Agenda Item No. 8
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 25, 2023

SUBJECT: Move funds from General fund to Capital Non Recuring for irrigation Veterans Park.

SUMMARY:

The Berlin Parks and Grounds Department is requesting to move \$30,000 from account 001.10.1021.0.53202.00000 to 500.2545.0.53202.00000 within the Parks and Grounds CNR account for irrigation at Veterans Park. The funds were not able to be spent in FY 23 do the permitting and plan not being back from DEEP yet.

ACTION NEEDED:

Move to approve a transfer of \$30,000 from the Veterans Commission General fund to the Parks and Grounds Capital Non Recuring account for irrigation at Veterans Park.

ATTACHMENTS:

Budget Change Form

PREPARED BY:

Steven T. Wood, Superintendent of Parks and Grounds 



TOWN OF BERLIN

BUDGET CHANGE FORM

Section 1: To be completed by Department:

Department:	Grounds	Fiscal Year:	FY2023	Date:	5/30/23
To Acct #:	Description:	Amount:	Requested by:		
500.25.2545.0.54000.01504	Irrigation System	\$30,000.00	S. Wood		

Are there funds from another account which can be requested: Yes ☒ No ☐ Partially ☐ Don't Know ☐

From Acct #:	Description:	Amount:	Approved by:
001.10.1021.0.53202.00000	Irrigation	\$30,000.00	

Contingency Balance (If applicable):

Explanation of request, include reason why funds are available for transfer if applicable (use additional pages if necessary):

The FY23 General Fund budget included money to install an irrigation system at Veteran's Park near the Gold Circle Monument. The intent is to beautify the area that holds a statewide memorial. Unfortunately, as the project began the Town learned that the topsoil in this area is not deep enough to install a traditional irrigation system without risking the remediation cap. The Town requested guidance from DEEP, but has not received a response yet. This request moves the funds to a non-lapsing account so the project may proceed once the response is received from DEEP.

Section 2: To be completed by Town Manager:

Request approved ☒ Disapproved ☐ Partially Approved ☐ Date: **5/30/23**

Comments:

Section 3a: Town Council action:

Request approved ☐ Disapproved ☐ Partially Approved ☐ Referred to Town Mtg. ☐ N/A ☐

Comments:

Section 3b: Board of Finance action:

Request approved ☐ Disapproved ☐ Partially Approved ☐ Referred to Town Mtg. ☐ N/A ☐

Comments:

Section 4: To be completed by Finance Department:

Budget Change # :	JE#	Approved by Town Meeting	Date approved:
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TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: June 1, 2023

SUBJECT: Timberlin Golf Course – Equipment Lease

Summary of Agenda Item:

The Director of Golf, Sol Guerrero, has recommended entering into a lease agreement for the two utility carts listed below with EZ-GO who is using PNC Bank, National Association. The lease term is for 54 months with a total of \$34,348.65. Rent payments are due in yearly payments of \$6,879.73 starting 8/1/23 and ending 8/1/27.

At the end of the lease, the town can purchase the utility carts under the market value cost or return the utility carts under no penalty.

<u>Proposed Equipment</u>	<u>Equipment Cost</u>
Cushman Hauler Pro	
Cushman Hauler Pro	
Cushman Hauler 1200	

Total Equipment Cost	\$34,348.65
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<u>Annual Lease Payment</u>	\$6,879.73
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Action Needed:

Move to authorize the Town Manger to schedule a public hearing at 7:00 pm on June 20, 2023 concerning the approval of the contract to lease golf course utility carts from EZ-GO using PNC Bank, National Association in the amount not exceeding \$34,348.73. The yearly payments will be in the amount not exceeding \$6,879,73 starting 8/1/23 and ending 8/1/27.

Attachments:

None

Prepared By:

Sol Guerrero, PGA -Director of Golf

TO: The Honorable Mayor and Town Council

FROM: Aroscha Jayawickrema, Town Manager

DATE: May 30, 2023

SUBJECT: Discussion & Action on the Draft Plan of Conservation and Development

Summary of Agenda Item:

The Town Council was provided with a Draft Plan of Conservation and Development dated March 31, 2023, and held a public hearing to receive comments on that Draft Plan on April 18. The Town Council, the Plan of Conversation and Development Commission and the public were invited to present comments on the March 31, 2023, version of the Plan. Comments were received and the Draft Plan was revised in consultation with the Plan of Conservation and Development Committee and this revised Draft Plan was filed with the Town Clerk and placed on the Town website on May 11. The Planning and Zoning Commission will have a public hearing on the May 11, 2023, version of the Draft Plan on June 15, 2023. On June 15 or thereafter, the Planning and Zoning Commission will act to adopt the Plan with any revisions it deems appropriate based on additional comments received before or at the public hearing. This agenda item affords the Town Council the opportunity to continue its discussions concerning the Draft Plan. As required by Connecticut General Statutes Section 8-23(h)(2) the Town Council may approve or reject in its entirety or parts thereof the Draft 2023 Plan of Conservation and Development and may submit comments and recommendations to the Planning and Zoning Commission.

Action Needed:

Move to endorse the Draft 2023 Plan of Conservation and Development as required by Connecticut General Statutes Section 8-23(h)(2) and to convey said endorsement to the Planning and Zoning Commission.

Attachments:

1. CGS §8-23
2. Revisions to the Draft Plan of Conservation and Development dated March 31, 2023

Prepared By:

Maureen Giusti, Town Planner
Jim Mahoney, Economic Development Coordinator

Sec. 8-23. Preparation, amendment or adoption of plan of conservation and development. (a)(1) At least once every ten years, the commission shall prepare or amend and shall adopt a plan of conservation and development for the municipality. Following adoption, the commission shall regularly review and maintain such plan. The commission may adopt such geographical, functional or other amendments to the plan or parts of the plan, in accordance with the provisions of this section, as it deems necessary. The commission may, at any time, prepare, amend and adopt plans for the redevelopment and improvement of districts or neighborhoods which, in its judgment, contain special problems or opportunities or show a trend toward lower land values.

(2) If a plan is not amended decennially, the chief elected official of the municipality shall submit a letter to the Secretary of the Office of Policy and Management and the Commissioners of Transportation, Energy and Environmental Protection and Economic and Community Development that explains why such plan was not amended. A copy of such letter shall be included in each application by the municipality for discretionary state funding submitted to any state agency.

(b) On and after July 1, 2016, a municipality that fails to comply with the requirements of subdivisions (1) and (2) of subsection (a) of this section shall be ineligible for discretionary state funding unless such prohibition is expressly waived by the secretary.

(c) In the preparation of such plan, the commission may appoint one or more special committees to develop and make recommendations for the plan. The membership of any special committee may include: Residents of the municipality and representatives of local boards dealing with zoning, inland wetlands, conservation, recreation, education, public works, finance, redevelopment, general government and other municipal functions. In performing its duties under this section, the commission or any special committee may accept information from any source or solicit input from any organization or individual. The commission or any special committee may hold public informational meetings or organize other activities to inform residents about the process of preparing the plan.

(d) In preparing such plan, the commission or any special committee shall consider the following: (1) The community

development action plan of the municipality, if any, (2) the need for affordable housing, (3) the need for protection of existing and potential public surface and ground drinking water supplies, (4) the use of cluster development and other development patterns to the extent consistent with soil types, terrain and infrastructure capacity within the municipality, (5) the state plan of conservation and development adopted pursuant to chapter 297, (6) the regional plan of conservation and development adopted pursuant to section 8-35a, (7) physical, social, economic and governmental conditions and trends, (8) the needs of the municipality including, but not limited to, human resources, education, health, housing, recreation, social services, public utilities, public protection, transportation and circulation and cultural and interpersonal communications, (9) the objectives of energy-efficient patterns of development, the use of solar and other renewable forms of energy and energy conservation, (10) protection and preservation of agriculture, (11) the most recent sea level change scenario updated pursuant to subsection (b) of section 25-68o, and (12) the need for technology infrastructure in the municipality.

(e) (1) Such plan of conservation and development shall (A) be a statement of policies, goals and standards for the physical and economic development of the municipality, (B) provide for a system of principal thoroughfares, parkways, bridges, streets, sidewalks, multipurpose trails and other public ways as appropriate, (C) be designed to promote, with the greatest efficiency and economy, the coordinated development of the municipality and the general welfare and prosperity of its people and identify areas where it is feasible and prudent (i) to have compact, transit accessible, pedestrian-oriented mixed use development patterns and land reuse, and (ii) to promote such development patterns and land reuse, (D) recommend the most desirable use of land within the municipality for residential, recreational, commercial, industrial, conservation, agricultural and other purposes and include a map showing such proposed land uses, (E) recommend the most desirable density of population in the several parts of the municipality, (F) note any inconsistencies with the following growth management principles: (i) Redevelopment and revitalization of commercial centers and areas of mixed land uses with existing or planned physical infrastructure; (ii) expansion of housing opportunities and design choices to accommodate a variety of household types and needs; (iii) concentration of development around transportation nodes and along major transportation corridors to support the viability of transportation options and land reuse; (iv) conservation and restoration of the natural environment,

cultural and historical resources and existing farmlands; (v) protection of environmental assets critical to public health and safety; and (vi) integration of planning across all levels of government to address issues on a local, regional and state-wide basis, (G) make provision for the development of housing opportunities, including opportunities for multifamily dwellings, consistent with soil types, terrain and infrastructure capacity, for all residents of the municipality and the planning region in which the municipality is located, as designated by the Secretary of the Office of Policy and Management under section 16a-4a, (H) promote housing choice and economic diversity in housing, including housing for both low and moderate income households, and encourage the development of housing which will meet the housing needs identified in the state's consolidated plan for housing and community development prepared pursuant to section 8-37t and in the housing component and the other components of the state plan of conservation and development prepared pursuant to chapter 297, and (I) consider allowing older adults and persons with a disability the ability to live in their homes and communities whenever possible. Such plan may: (i) Permit home sharing in single-family zones between up to four adult persons of any age with a disability or who are sixty years of age or older, whether or not related, who receive supportive services in the home; (ii) allow accessory apartments for persons with a disability or persons sixty years of age or older, or their caregivers, in all residential zones, subject to municipal zoning regulations concerning design and long-term use of the principal property after it is no longer in use by such persons; and (iii) expand the definition of "family" in single-family zones to allow for accessory apartments for persons sixty years of age or older, persons with a disability or their caregivers. In preparing such plan the commission shall consider focusing development and revitalization in areas with existing or planned physical infrastructure.

(2) For any municipality that is contiguous to Long Island Sound, such plan shall be (A) consistent with the municipal coastal program requirements of sections 22a-101 to 22a-104, inclusive, (B) made with reasonable consideration for restoration and protection of the ecosystem and habitat of Long Island Sound, and (C) designed to reduce hypoxia, pathogens, toxic contaminants and floatable debris in Long Island Sound.

(f) Such plan may show the commission's and any special committee's recommendation for (1) conservation and preservation of traprock and other ridgelines, (2) airports, parks, playgrounds and other public grounds, (3) the general location,

relocation and improvement of schools and other public buildings, (4) the general location and extent of public utilities and terminals, whether publicly or privately owned, for water, light, power, transit and other purposes, (5) the extent and location of public housing projects, (6) programs for the implementation of the plan, including (A) a schedule, (B) a budget for public capital projects, (C) a program for enactment and enforcement of zoning and subdivision controls, building and housing codes and safety regulations, (D) plans for implementation of affordable housing, (E) plans for open space acquisition and greenways protection and development, and (F) plans for corridor management areas along limited access highways or rail lines, designated under section 16a-27, (7) proposed priority funding areas, and (8) any other recommendations as will, in the commission's or any special committee's judgment, be beneficial to the municipality. The plan may include any necessary and related maps, explanatory material, photographs, charts or other pertinent data and information relative to the past, present and future trends of the municipality.

(g) Any municipal plan of conservation and development scheduled for adoption on or after July 1, 2015, shall identify the general location and extent of any (1) areas served by existing sewerage systems, (2) areas where sewerage systems are planned, and (3) areas where sewers are to be avoided. In identifying such areas, the commission shall consider the provisions of this section and the priority funding area provisions of chapter 297a.

(h) (1) A plan of conservation and development or any part thereof or amendment thereto prepared by the commission or any special committee shall be reviewed, and may be amended, by the commission prior to scheduling at least one public hearing on adoption.

(2) At least sixty-five days prior to the public hearing on adoption, the commission shall submit a copy of such plan or part thereof or amendment thereto for review and comment to the legislative body or, in the case of a municipality for which the legislative body of the municipality is a town meeting or representative town meeting, to the board of selectmen. The legislative body or board of selectmen, as the case may be, may hold one or more public hearings on the plan and shall endorse or reject such entire plan or part thereof or amendment and may submit comments and recommended changes to the commission. The

commission may render a decision on the plan without the report of such body or board.

(3) At least thirty-five days prior to the public hearing on adoption, the commission shall post the plan on the Internet web site of the municipality, if any.

(4) At least sixty-five days prior to the public hearing on adoption, the commission shall submit a copy of such plan or part thereof or amendment thereto to the regional council of governments for review and comment. The regional council of governments shall submit an advisory report along with its comments to the commission at or before the hearing. Such comments shall include a finding on the consistency of the plan with (A) the regional plan of conservation and development, adopted under section 8-35a, (B) the state plan of conservation and development, adopted pursuant to chapter 297, and (C) the plans of conservation and development of other municipalities in the area of operation of the regional council of governments. The commission may render a decision on the plan without the report of the regional council of governments.

(5) At least thirty-five days prior to the public hearing on adoption, the commission shall file in the office of the town clerk a copy of such plan or part thereof or amendment thereto but, in the case of a district commission, such commission shall file such information in the offices of both the district clerk and the town clerk.

(6) The commission shall cause to be published in a newspaper having a general circulation in the municipality, at least twice at intervals of not less than two days, the first not more than fifteen days, or less than ten days, and the last not less than two days prior to the date of each such hearing, notice of the time and place of any such public hearing. Such notice shall make reference to the filing of such draft plan in the office of the town clerk, or both the district clerk and the town clerk, as the case may be.

(i) (1) After completion of the public hearing, the commission may revise the plan and may adopt the plan or any part thereof or amendment thereto by a single resolution or may, by successive resolutions, adopt parts of the plan and amendments thereto.

(2) Any plan, section of a plan or recommendation in the plan that is not endorsed in the report of the legislative body

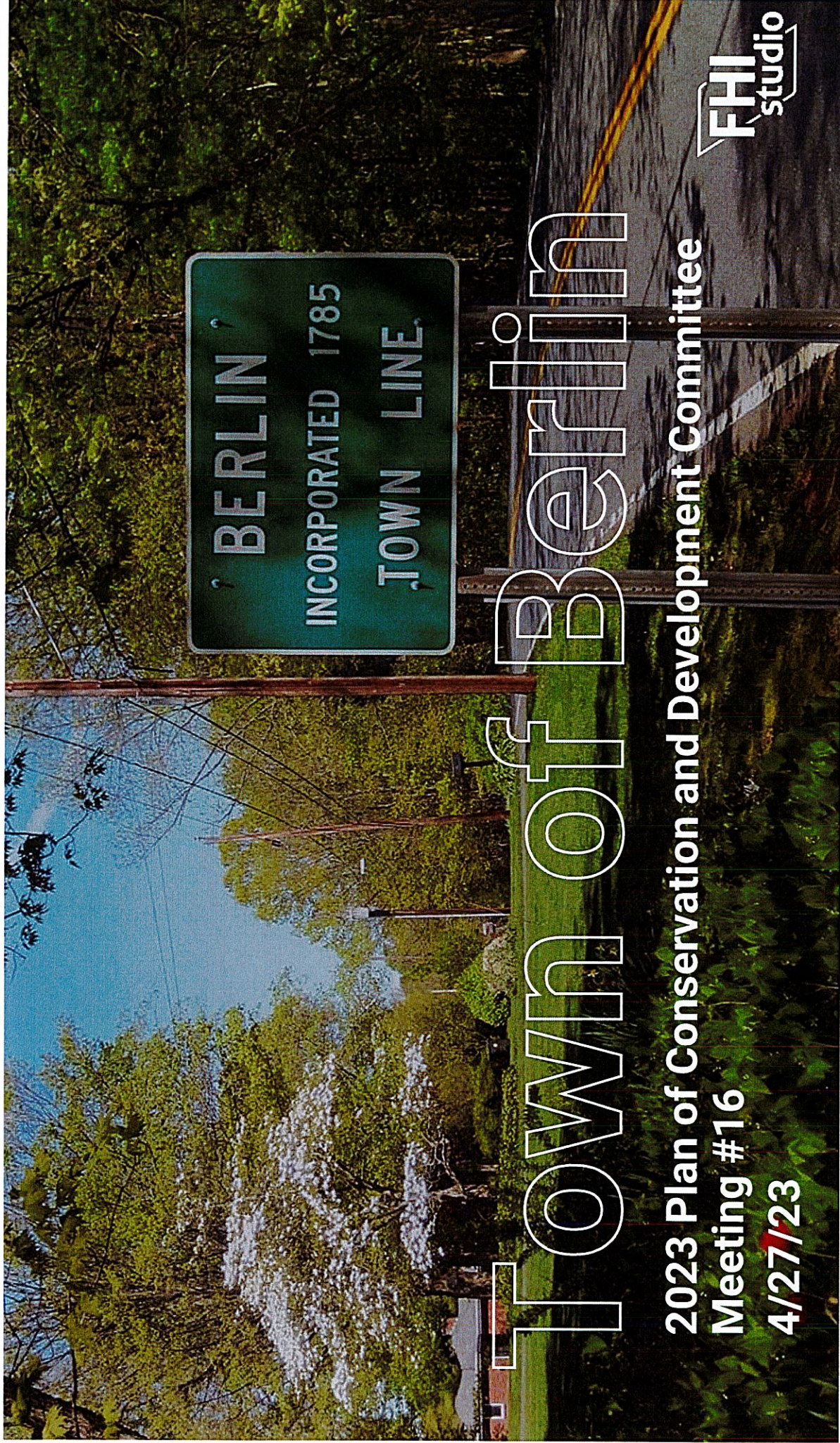
or, in the case of a municipality for which the legislative body is a town meeting or representative town meeting, by the board of selectmen, of the municipality may only be adopted by the commission by a vote of not less than two-thirds of all the members of the commission.

(3) Upon adoption by the commission, any plan or part thereof or amendment thereto shall become effective at a time established by the commission, provided notice thereof shall be published in a newspaper having a general circulation in the municipality prior to such effective date.

(4) Not more than thirty days after adoption, any plan or part thereof or amendment thereto shall be posted on the Internet web site of the municipality, if any, and shall be filed in the office of the town clerk, except that, if it is a district plan or amendment, it shall be filed in the offices of both the district and town clerks.

(5) Not more than sixty days after adoption of the plan, the commission shall submit a copy of the plan to the Secretary of the Office of Policy and Management and shall include with such copy a description of any inconsistency between the plan adopted by the commission and the state plan of conservation and development and the reasons therefor.

(j) Any owner or tenant, or authorized agent of such owner or tenant, of real property or buildings thereon located in the municipality may submit a proposal to the commission requesting a change to the plan of conservation and development. Such proposal shall be submitted in writing and on a form prescribed by the commission. Notwithstanding the provisions of subsection (a) of section 8-7d, the commission shall review and may approve, modify and approve or reject the proposal in accordance with the provisions of subsection (h) of this section.



Town of Berlin

2023 Plan of Conservation and Development Committee
Meeting #16
4/27/23



Agenda

1. Discuss Feedback from Finance Department
2. Discuss Draft Cultural Resources Section of the Plan
3. Discuss Future Land Use Map
4. Next steps

Recent Revisions

p.6



Economic Development

Foster a vibrant economy that provides residents with access to goods, services, and employment opportunities while expanding and diversifying the Town's property tax base.

p.14

As Berlin makes the investments necessary to maintain and improve facilities and services, it will be challenged to control costs and manage property tax rates. An escalation in the Town's property tax rate may have the counterproductive effect of making Berlin less attractive to new residents and businesses. The Town should continue to play an active role in supporting economic development as a means of ~~maintaining~~increasing its diversified tax base and reducing its reliance on residential property taxes. The Town should also remain proactive in acquiring state and federal funding via grant programs and manage the growth of operating costs without adversely impacting services and while improving facilities.

Recent Revisions

p.17

Water quality of the Town's water resources varies. Water quality assessments recorded in the Connecticut Department of Energy and Environment's (DEEP) 2020 Integrated Water Quality Report rate many of the Town's waterbodies as not supporting aquatic life or recreation. The exception to these findings was that a segment of the Crooked Brook was found to be fully supporting aquatic life and Silver Lake was found to be fully supportive of recreation. In addition to these assessments, DEEP also classifies waterbodies based upon a water classification system. Of the water bodies assessed, all but a segment of the Mattabessett River were assessed the highest rating (A or AA). While the water in a waterbody may be rated high, the water body itself may still be classified as not supporting aquatic life or recreation due to other factors such as summer low flow conditions in some brooks or the presence of invasive species, pH levels, and water temperature. This apparent contradiction between water quality and support for aquatic life may also suggest that further study would be needed to draw these broad conclusions. In addition to these classifications, DEEP identifies both Silver Lake and the Mattabessett River as "Impaired Waters". Silver Lake's suitability for habitat is impaired due to turbidity and nutrient loading and the Mattabessett River is impaired for both habitat and recreation with the recreational impairment caused by bacteria levels.

Recent Revisions

- p.48 Out of the top ten industry sectors (with a 6-digit NAICS Code), three are manufacturing related. Skilled nursing care facilities rank as the top industry sector in Town, employing over 800 people and encompassing 58% of Berlin's healthcare jobs (it should be noted that the a significant portion of the skilled nursing care jobs are associated with home health care agencies based in Berlin). The top three manufacturing sectors (Machine Tool, Mechanical Power Transmission Equipment, and Machine Shops) combine

Recent Revisions

- p.55 **2** TEDS 2 is the area around the Berlin Train Station. There has been significant development in this area including the start of the Steele Center project. This project is being developed on properties acquired by the Town and cleared for redevelopment, including a brownfields site at 55 Steele Boulevard (aka 889 Farmington Avenue) and was facilitated by zoning amendments proposed in the 2013 POCD as well as additional changes that increased the allowed residential density. The overall Steele Center development plan is comprised of 1 commercial building, 1 residential building and 2 mixed-use buildings totaling approximately 66,300 square feet including 69 market-rate apartments and 1 affordable apartment, plus and the renovation of a 2,800 square foot building at 861 Farmington Avenue.

Recent Revisions

p.56

In TEDS 5 at the southwest corner of the Berlin Turnpike and Deming Road intersection, there are two potential projects. The 404 Berlin Turnpike project has been approved and will include 200 mixed-income residential rental units, including 40 affordable units, a hotel, and a gasoline convenience store. ~~In addition, an application is pending for the properties at 550 554 Berlin Turnpike for 106 mixed income apartments.~~

Recent Revisions

p.57

Transit-Oriented Development

Kensington Village is home to Berlin's train station, which is serviced by the Hartford Line commuter rail service and Amtrak. Additionally, a portion of the Village is designated as TEDS 2. The Center is one of the most densely settled areas of Berlin, owing much of that density to historic development patterns. The Village is comprised of a mixture of uses including industrial businesses such as TIGHTCO, Berlin Steel, AMCO Precision Tool, and multiple banks, national and local retailers, and restaurants.

The half-mile radius of the station is commonly referred to as the transit-oriented area as this area is generally accessible within a ten-minute walk of the station. Because of the rail station and the historic mixture of uses and density of the Village, the Kensington Village District, a transit-oriented development zoning district was established by the Town as a means of encouraging moderate density mixed-use development including commercial and multi-family residential uses.

The initiation of Hartford Line rail service and establishment of the Kensington Village District have been successful in supporting new development in Kensington Center. Most notable is the Steele Center project which is a \$17 million plus mixed-use project that includes ~~704 market-rate~~ apartments and 19,000 square feet of commercial space spread over ~~five~~four new buildings, the first of which has recently been constructed, and the completed renovation of a 2,800 square foot mixed-use building-

Recent Revisions

p.84

Berlin Visiting Nurse Association

The Berlin Visiting Nurse Association is a community-based, non-profit, home health agency established in 1926. The Association is licensed by the State of Connecticut, certified by Medicare and Medicaid, and accredited by the Joint Commission on Accreditation of Healthcare Organizations. The Mission of the Association is to: provide quality home health service to the Berlin residents; provide school health services to public and private schools; and to promote wellness in the community.

Water Control Commission

The Water Control Commission (WCC) is one of three water and sewer districts in Berlin but is the only Town-owned and managed system and district. The WCC is responsible for providing both potable water and sanitary sewer service for part of the Town. The Commission has a customer base of 2,800 residential customers, 121 commercial customers, and 15 industrial customers and serves a population of 6,200 residents. In 2021 the WCC produced 62% (214.8 million gallons) of its water needs and purchased 26.9% (92.8 million gallons) from the New Britain Water Department and 11.1% (38.2 million gallons) from the Cromwell Fire District. The WCC also processes about 1 billion gallons of sanitary effluent for the entire Town through its collection system, which is discharged to the Mattabassett District system.

Kensington Fire District

The Kensington Fire District was created in 1921 as a special taxing district that levies property taxes to fund its operations. It has a customer base of 3,200 residential and 228 commercial customers and serves population of 7,553 residents. Its water supply is sourced from the New Britain Water Department. Daily water production averages around 653,000 gallons, with an estimated yearly withdrawal of 240 million gallons.

Worthington Fire District

Like the Kensington Fire District, the Worthington Fire District was created in 1921 as a special taxing district. It has a customer base of 1,200 residential customers and serves a population of 2,875 residents. Water is exclusively supplied from the Berlin Water Control Department through seven metered locations.

Berlin Plan of Conservation and Development



Berlin's Visiting Nurses Image Source: Berlin Visiting Nurse Association



Water Control Department Image Source: Sewer and Water Magazine

Recent Revisions

p.102

Other Historic Resources

In addition to listed properties, buildings in the Worthington Ridge Historic District, and those resources described elsewhere in this section, Berlin is home to many properties and areas that have historic or cultural significance. Because these resources are not listed historic resources or located within a historic district, they have very little protection. These resources include but are not limited to:

Homes

- Augustus Moore home and property
- Charles Jarvis House (1905)
- Colonel Richard Wilcox House (1802)
- Daniel Belden House (1855)
- Dominick Venturo House (1911)
- Dr. James Percival House
- East Berlin Center Victorian properties
- Edward Cole House (1785)
- Edward Honiss House (1893)
- Fred Lang House (1893)
- George Lawrence House (1891)
- Grace Raymond House (1925)
- Henry Dickinson House (1847)
- Jesse Hart House (1800)
- Lustron Houses
- Mary Bunce House (1888)
- Milo Hotchkiss House (1855)
- Newtown Woodford House (1855)
- Reverend Luke Daly House (1873)
- Reverend Samuel Clark House (1759)
- Seth Stanley House (1750)
- Timothy Hubbard House (1735)
- Tower House (1875)
- William Daniels House (1855)
- William Hooker House (1771)
- Other 18th & 19th century homes and barns identified in Berlin Historical Society architectural survey

Commercial and Industrial Properties

- American Paper Goods Company Building (1893)
- Beckley Mill site

- Berlin Iron Bridge Company
- Blair Factory site
- Cheney Clock Shop
- Mattabessett River Bridge (built by Berlin Iron Bridge Co.)
- Old East Berlin Train Depot
- Pistol Creek site and bridge/dam on Spruce Brook
- Quarry at Wethersfield Road
- Seven Sisters Railroad Bridge
- Seymour Fort site on Christian Lane

Schools, Churches, and Civic Buildings and Properties

- Bandbox School (1840)
- Ledge School
- King-Peck Memorial Building (1902)
- Selden School
- Saint Paul Catholic Church (1914)
- Sacred Heart Catholic Church (1897)
- Saint Gabriel's Episcopal Church (1897)
- East Berlin United Methodist Church (1896)
- Kensington Congregational Church (1774)
- Kensington United Methodist Church (1870)
- Kensington United Methodist Church (1893)



King-Peck Memorial Building Image Source: Berlin Historical Society

Recent Revisions

p.103

Farms

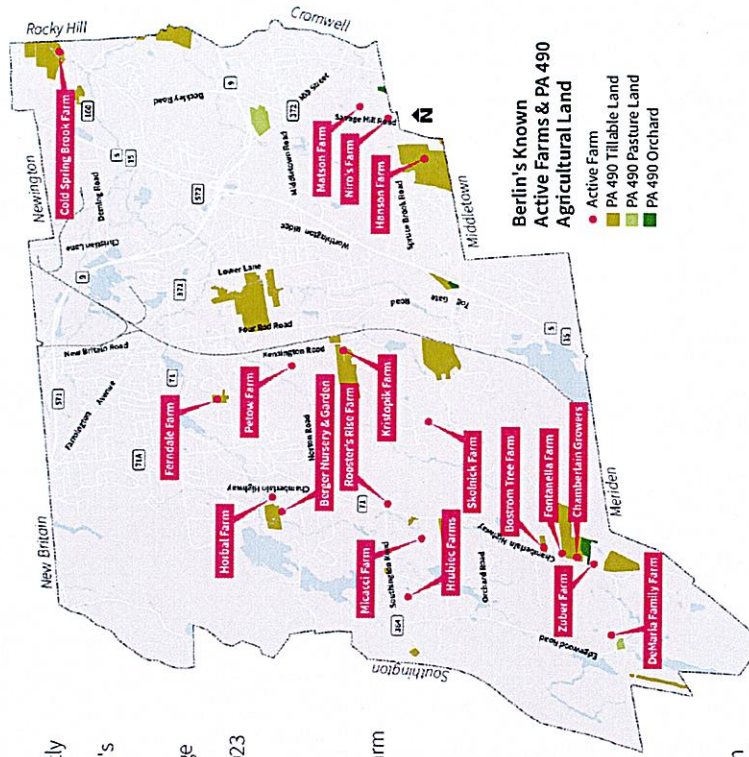
Berlin's farms play an important role in the Town's history and significantly contribute to its cultural landscape. Over one hundred farms were in operation in the 20th century as documented by the Town. Today Berlin's farms range considerably in their level of activity with some farms being used only for the production of hay, which may be harvested by another farm in Town and a small number of farms that are engaged in a full range of farming activity including production of crops and raising of livestock. The farms that are known to be in some form of active operation as of 2023 include the following:

- Berger Nursery & Garden
- Bostrom Tree Farm
- Chamberlain Growers
- Cold Spring Brook Farm
- DeMaria Family Farm
- Fendale Farm
- Fontanella Farm
- Hanson Farm
- Horbal's Farm
- Hrubiec Farm
- Kristopik Farm
- Matson Farm
- McGill Farm
- Micacci Farm
- Niro's Farm
- Petow Farm
- Rooster's Rise Farm
- Skolnick Farm
- Zuber Farm


Berlin's farmers are engaged in a range of activities including the farming of crops such as corn and vegetables, fruit trees, tree farming, dairy farms, and the raising and keeping of chickens and livestock including horses. Farm owners and operators also conduct accessory activities at farms including seasonal events such as hay rides. Farmers increasingly have a need to diversify their operations to keep them viable. The preservation of Berlin's farms is critical to the Town's identity and every effort needs to be made by the Town to support the viability of its farms.

While there is a relatively small number of active farms in Berlin, the Town has a relatively large area of land that is taxed at a lower rate as authorized by Connecticut Public Act 490 (PA 490), which allows a farm, forest, or open space land to be assessed at its use value rather than its fair market or highest and best use value (as determined by the property's most recent "fair market value" revaluation) for purposes of local property taxation. Much of this land is used for agricultural purposes such as the growing of crops or use as hayfields or pastures.

In spite of preservation measures such as the PA 490 program, Berlin has continually lost farms over the past several decades. There are many reasons for this attrition, which is seen across Connecticut and New



Recent Revisions

p.110	 Corporate Office	Changed from Office-Technology These areas are intended to allow for high-quality economic development comprised of corporate offices, laboratories, or research facilities that will contribute to the long-term economic base of the town, provide attractive sites for the growing and emerging industries, and become an economic, aesthetic and environmental asset for the Town.
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Recent Revisions

p.115

While the Plan presented is a ten-year plan, the Planning and Zoning Commission is responsible for overseeing its implementation. In that capacity, the Planning and Zoning Commission intends to review the implementation summary at least once a year to assess the progress that is being made to consider whether the target to complete various actions should be adjusted. It is also recommended that the Town Council establish a POCD Implementation Committee including membership from key Boards and Commissions that would meet quarterly to assist the Planning and Zoning Commission to oversee implementation of the Plan.

POCD/Zoning Next Steps

Next

- Make revisions to POCD document based upon Council and CRCOG comments.
- Make revisions based upon P&Z Commission comments coming out of 5/4 meeting.
- Begin zoning work (Affordable Housing Plan recommendations and BTD review)

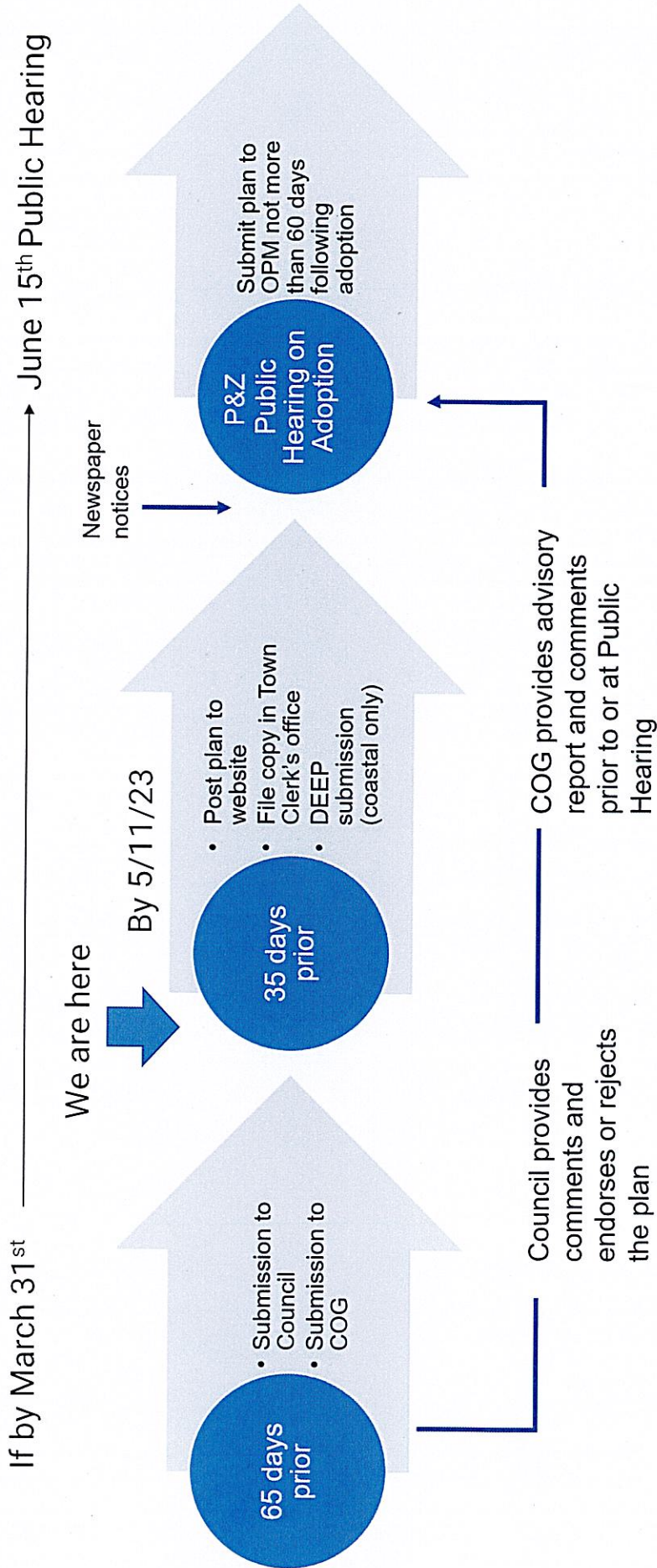
May

- P&Z Commission to discuss and agree upon any recommended changes at May 4th P&Z meeting.
- File Plan with Town Clerk by 5/11
- Continue zoning work

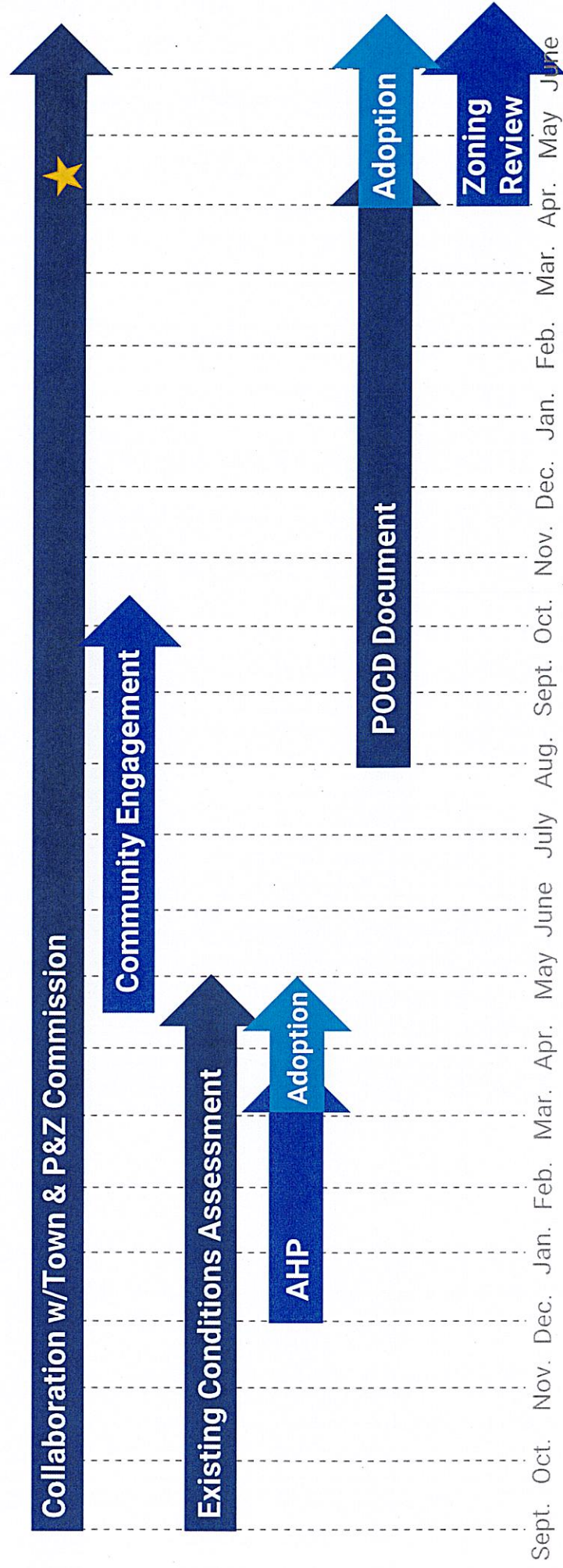
June

- Public hearing for adoption (6/15)
- Conclude zoning work

POCD Adoption Process



POCD Project Schedule



Next POCD Meeting

Thursday, May 25th at 5:30 pm

MAY 2023

SUN	MON	TUE	WED	THU	FRI	SAT
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Berlin Plan of Conservation and Development

Agenda Item No. 11
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 30, 2023

SUBJECT: Discussion about the Future of Pistol Creek Properties

Summary of Agenda Item:

The Town Council has discussed commissioning a highest and best use analysis to evaluate the highest and best use and potential sale price of Pistol Creek or its parts. The intent of this agenda item is to provide the Town Council with background information about the property and to afford the opportunity to discuss whether it wants to consider selling Pistol Creek or parts thereof, and which parts, if any, should be considered for sale.

Action Needed:

None

Attachments:

1. Background Information
2. Maps
3. Current Uses

Prepared By:

Chris Edge, Economic Development Director
Jim Mahoney, Economic Development Coordinator *CE*

Berlin's Pistol Creek Property
Notes for the Berlin Town Council
J Mahoney
Economic Development Coordinator
5-30-23

The Town Council has discussed commissioning a highest and best use analysis to evaluate the highest and best use and potential sale price of Pistol Creek or its parts. The purpose of this memo is to describe the sections of the Pistol Creek property. The intent is to provide the Town Council with information that will help it decide whether it wants to consider selling Pistol Creek or parts thereof, and which parts, if any, should be considered for sale. Other factors to be considered are whether the purpose of the sale would be to maximize a one-time revenue, to allow development of the property by the private sector to meet community needs such as senior affordable housing or a community use facility like a YMCA, to increase the grand list, to retain as much as possible of the public use benefits of the property through this use of easements and deed restrictions or some combination of these factors. On the other hand, the Town Council may decide it is not prudent to sell any portion of the property at this time or to deed restrict all or portions of the property to preserve it for public use in perpetuity. If the Town Council decides to obtain a highest and best use analysis, the information contained herein is intended to help the Council decide whether it will instruct the consultant in terms of the portions to be sold, any conditions of sale, whether the highest and best use should be based on existing zoning and any other instructions or limitations that the Council deems appropriate.

General Information

The Town of Berlin owns the three sections of the Pistol Creek property at the corners of Savage Hill Road and Spruce Brook Road totaling 97.3 acres. The property was acquired at two points in time; Areas 1, 2A and 3 were purchased in July of 2008 for \$5,450,000 and Area 2B was purchased in December of 2023 for \$1,000,000.

Reasons for the Original Pistol Creek Purchase

The property is in the southeast corner of Berlin, within the East Berlin section. The bond authorization designated that the property will be for public use, but the specific use of the property had not been determined at the time of purchase.

One identified potential public use for the property was for open space. The Town has acquired open space for enjoyment by the public and to help maintain its rural character. Most of the open space areas are in the western section of Town. The Pistol Creek acquisition provided a significant area of open space in the eastern portion of Town and near East Berlin. Other than Pistol Creek, there is limited accessible open space land in eastern area of Town. Webster Park, Lamentation Mountain area parcels and Beckley Quarry are in the eastern section of Town but currently have more limited public use and/or are difficult to access. The system of bituminous cart paths at Pistol Creek was viewed as an asset to create walking paths or public multi-use paths. This Berlin portion of cart path system is linked to the cart path system on 43 acres of open space on the Middletown portion of the former Pistol Creek golf course.

Portions of the site were also recognized as having the potential for use for public facilities. The possible public uses had not been studied at that point.

In the long term, the property was viewed as part of an open space corridor that could extend from Sage Park to Lamentation Mountain and beyond. The Town already owned significant land along this corridor and additional linkages were proposed.

Wetlands

Two north flowing brooks cross the property, the larger of these being Spruce Brook that runs along the western border of the property, north of Spruce Brook Road.

There are several wetlands' areas within the property. These were described in the Environmental Assessment Report prepared in 1997 by Soil Science and Environmental Services, Inc.

Spruce Brook is a year-round water course located along the western border of the parcel north of Spruce Brook Road. The channel is well defined and about 15 feet in width. Stream flows vary significantly with the seasons. There are many deep pools.

There is a wetland area of about 11 acres in the central portion of the parcel north of Spruce Brook Road. This diverse wetland area includes a shallow pond, intermittent watercourses and marsh and deciduous swamp. There are also several small pockets of wetlands in this area ranging in size from about a third of an acre to less than a tenth of an acre.

A 3-acre wetlands area includes a narrow band extending from the northern limit of the site, widening as it reaches Spruce Brook Road and includes an area west of the clubhouse south of Spruce Brook Road. This area is characterized by shallow marsh.

About 7 tenths of an acre of wetlands lies on the eastern border of the 4.6-acre parcel south and east of the intersection of Spruce Brook Road and Savage Hill Road. This area is the northernmost part of a 17-acre wetland that extends south into the City of Middletown portion of Pistol Creek.

Discussion of the Areas of the Property

Area 1

63.2 acres north and west of the intersection of Spruce Brook Road and Savage Hill Road (behind houses at the west side of Savage Hill Road). The western border of this parcel is approximately at the centerline of Spruce Brook. The Berlin Land Trust has a conservation easement along Spruce Brook for the length of the western boundary of this parcel. The easement area varies in width from about 50 feet to about 115 feet. The Town also owns an additional contiguous 0.44-acre parcel to the southeast of the main parcel (this parcel was donated as open space related to the adjacent subdivision).

Characteristics of the Parcel

- This parcel is the largest of the 3 Berlin owned blocks of land that comprise Pistol Creek.
- Existing zoning is R-21.
- There is a large wetlands area that splits the parcel from north to south, with an added wetlands finger extending from the north end of this wetlands band to the southeast. There also appears to be an intermittent watercourse that splits the area east of the central wetlands band and at the rear of Savage Hill properties. There is also a smaller wetlands band, north to south, along the western border of the property, next to Spruce Brook.
- Wetlands break up the land area, with large potentially developable areas both east (Area 1A) and west (Area 1C) of the central wetlands band (Area 1B).
- The area east of the central wetlands band is relatively flat. The area west of the wetlands band slopes from east to west.
- Walking/multi-use trails are throughout this area and are actively used.
- The dog park is in the area east of the central wetlands band.
- Middle School Cross Country meets are held here.
- There are abutting residential lots to the east along Spruce Brook & Savage Hill Road and to the north at Circlewood Lane and there is a farm and farmhouse and another house across Savage Hill Road from Pistol Creek. Compatibility with the neighborhood will be an issue if the property is developed.
- Water service runs along the Spruce Brook Road frontage, the capacity will need to be evaluated. Sewer service would need to be extended but there are sewers on the east side of this area and to the clubhouse.
- There is relatively limited frontage on Spruce Brook Road for the eastern development potential band and the handicap parking lot and the dog park are in this area. Would we consider allowing the handicap parking and dog park to be relocated?

Area 2

29.5 acres south and west of the intersection of Spruce Brook Road and Savage Hill Road including the clubhouse and 19.64 acres along the west side of the Atkins Street frontage purchased by the Town in December of 2022.

Characteristics of the Parcel

- This parcel is the second largest of the 3 Berlin owned blocks of land that comprise Pistol Creek and it includes the main parking area and the clubhouse.
- Existing zoning is R-43.
- There are no wetlands in this area.
- There are walking/multi-use trails in this area, but the walking paths are hilly and have not been available for use by the public.
- This area has 2 components, the clubhouse on about 10 acres (2A) and the balance of the parcel that was approved for a 13-lot subdivision (2B).
- **With respect to parcel 2A.**
 - This area is the existing clubhouse and parking lot.
 - The parking lot supports both the clubhouse, the walking trails, dog park and other activities on the property. If parcel 2A is sold or leased, it would be beneficial to keep shared parking rights.
 - The Town has existing uses in the clubhouse building. The cost of relocating existing Town uses of the clubhouse would need to be considered. It may be beneficial for the Town to maintain use of at least a portion of the clubhouse.
 - Regarding continued Town use, the building has been adapted but was not designed for Town uses. Have we done a recent building condition assessment including consideration of accessibility? Are there renovations needed or deferred maintenance that will need to be addressed for continued Town use? If yes, do we have a cost estimate?
 - There is one abutting residential/farm property in Berlin to the west along Spruce Brook Road.
 - The clubhouse has water and sewer service.
- **With respect to parcel 2B.**
 - This area is at the high point of the property and has excellent views especially to the west for sunsets.
 - The approved 13 lot subdivision had 11 frontage lots and 2 rear lots. No interior road.
 - There is one abutting residential lot in Berlin to the south along Atkins Street.
 - Concerns about sale and development of this area may be less than Area 1 because it was just acquired, the cart paths were not used by the public for recreation and these cart paths are less walkable because of the hilly sections, and there are no houses abutting the property.
 - Water and Sewer service would need to be extended.

Area 3

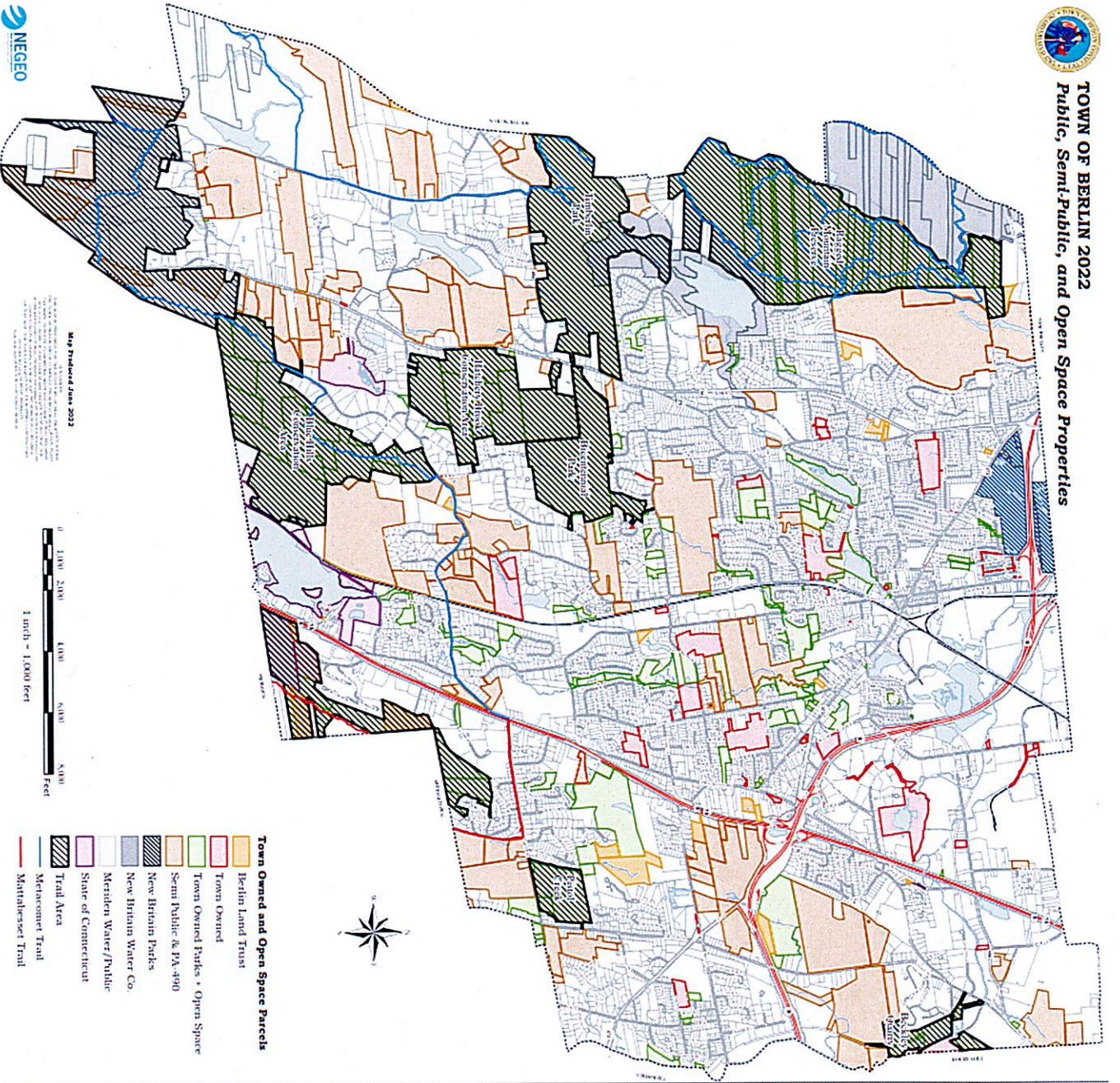
4.6 acres south and east of the intersection of Spruce Brook Road and Savage Hill Road and abutting the Town of Middletown parcel on the east side of Atkins Street. This parcel is contiguous to 61.3 acres of land owned by the City of Middletown on the east side of Atkins Street.

Characteristics of the Parcel

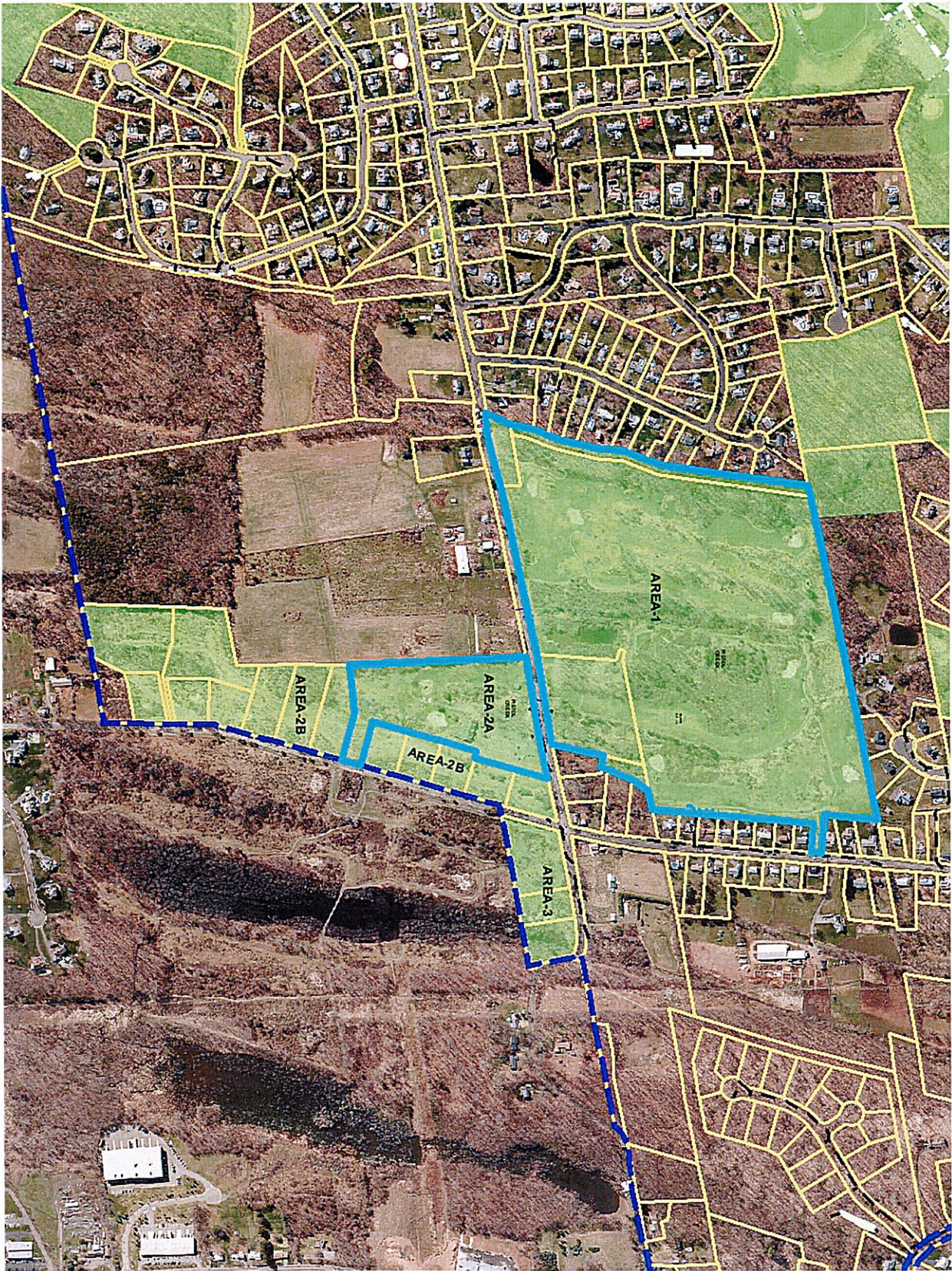
- There are significant wetlands on the eastern portion of the parcel.
- The western portion of the parcel has steep slopes.
- Sewer and water service would need to be extended.
- There are cart paths on this parcel that extend into the adjacent City of Middletown parcel.
- This area is the smallest of the 3 and has development constraints.
- The area is zoned R-43.



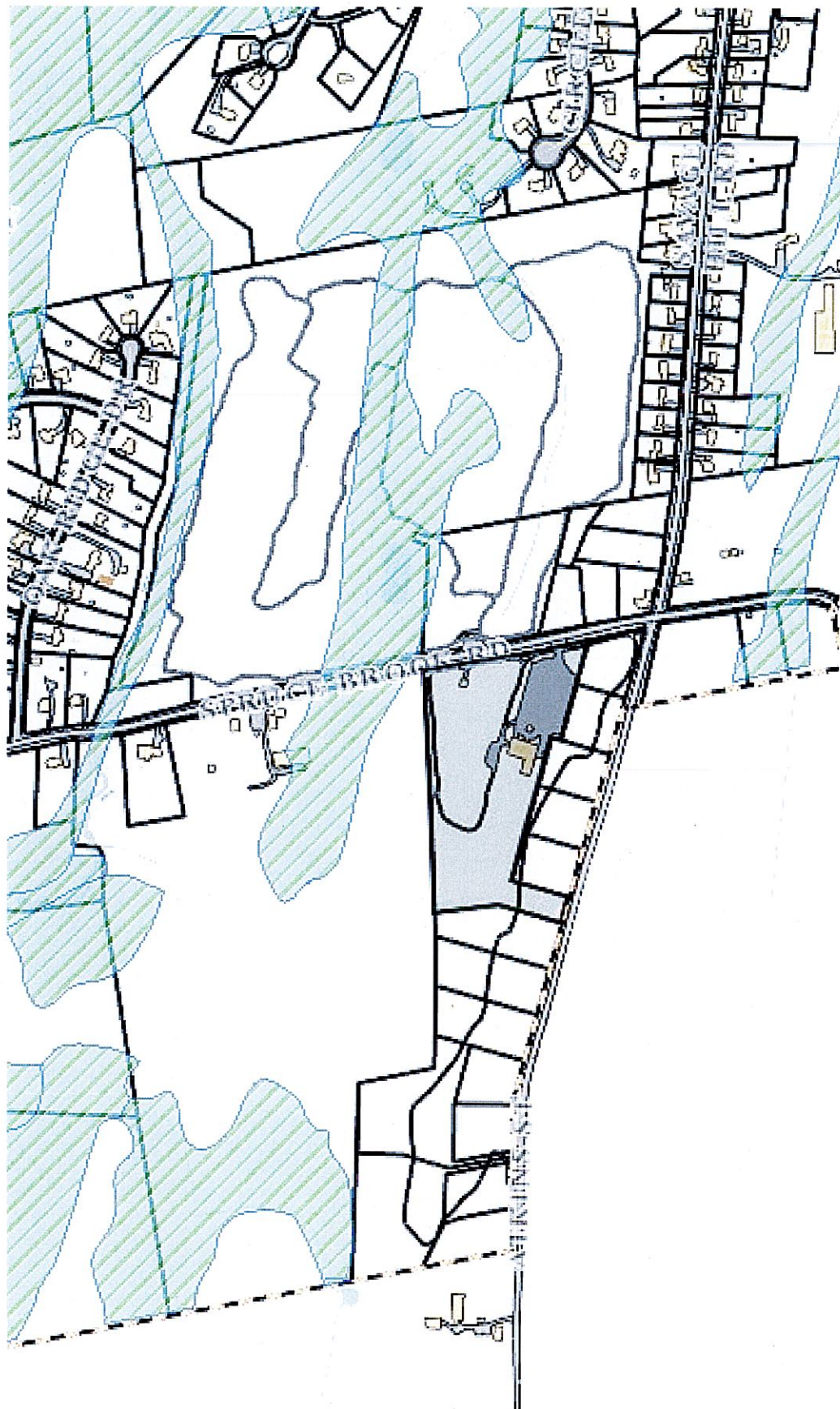
TOWN OF BERLIN 2022 Public, Semi-Public, and Open Space Properties



PISTOL CREEK – MAP OF AREAS TO MATCH UP WITH NARRATIVE ABOVE



APPROXIMATE WETLANDS ON PISTOL CREEK PROPERTIES



May 2023

Current Uses of the Pistol Creek Grounds and Club House:

Dog Obedience Classes: Currently, the Parks and Recreation Department uses the clubhouse year-round for dog obedience classes.

Summer Camp: During late June, July and the beginning of August, we hold our Summer Fun camp with approximately 90 kids, 4 Junior Counselors and 12 staff. The Town doesn't have another facility that can accommodate these two programs, and both are very popular.

Storage: Upstairs of the Club House is used to store outdoor summer program equipment used for caving, camping, rock climbing, canoeing equipment, etc.

Berlin Upbeat uses a room upstairs that stores their picnic supplies for annual picnic, Camp Woodstock supplies, activity supplies, and cleaning supplies. The space in the downstairs is used for the bigger items – Big wood cutouts, holiday displays for around town, large games for picnic, Xmas tree lot supplies (metal and PVC piping and tree mesh wrapper equipment, mobile stairs for trailer).

The basement is used for the overflow of Food Pantry items and for the eviction storage.

Holiday Distributions: September - January, the Social Services Department starts delivering and setting up for the two holiday distributions, Thanksgiving and Christmas are two very popular programs and greatly needed in Town. This is a perfect location for them being a somewhat remote facility and the long driveway is helpful to get a lot of the traffic off the road. We use the front room and back room the entire time period

Afterschool programming is done on the deck: Amazing Race – Community wide Scavenger Hunt. Common Ground – (Soft Skills – Social Skills – Use of trails and activities on deck).

Cross Country Races: The grounds are used for the High School and Middle School cross country races.

Leash-free dog park: A fenced-in dog park of approximately 49,200 square feet.

Rentals: Parks and Rec. get numerous calls about renting the facility and in the past, we have rented it for picnics, baby showers, birthday parties, graduation parties, wedding showers and wedding receptions.

Walking Trails: The cart paths at the Pistol Creek area north of Spruce Brook Road very popular area for walking and other outdoor activities. The Town received a State grant and repaved a section of the cart paths, leveled a section of the cart paths for handicapped accessibility and created handicap parking. Berlin owns additional cart paths on the southwest and southeast sides of the Spruce Brook Road, Atkins Street intersection. These areas are less used currently. Middletown owns the balance of the former Pistol Creek golf course (east of Atkins Street) and generally uses the parcel as open space. Middletown and Berlin are working on a State Recreational Trails application to improve cart paths in both Towns and to connect Pistol Creek with the Mattabesett Trail/New England National Scenic Trail (NET) in the Lamentation Mountain area.

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: June 1, 2023

SUBJECT: Section 8-24 and Lot Line Revision Pertaining to the Sale of the Former Knights of Columbus Property 143 Percival Avenue, to the Berlin Housing Authority for Affordable Senior Housing and Scheduling of Public Hearing for Sale of Property

Summary of Agenda Item:

At its meeting of May 16, 2023, the Town Council authorized the Town Manager to extend the Modified and Restated Option Agreement between the Town of Berlin and the Berlin Housing Authority to the date of closing of financing and transfer of title/ground lease execution, no later than August 16, 2023.

The Town of Berlin entered into an option agreement for the sale of the former Knights of Columbus property at 143 Percival Avenue and an adjacent undeveloped portion of Percival Field on September 30, 2012, and amendments were subsequently made thereto. On May 21, 2021, the parties entered a Modified and Restated Option agreement and subsequently entered 7 amendments thereto. The Planning and Zoning Commission acted on a referral from the Town Council pursuant to section 8-24 of the Connecticut General Statutes on January 14, 2010, providing a positive report with regard to the proposed sale of the property to the Housing Authority for the development of affordable senior housing. On April 10, 2014, the Planning and Zoning Commission acted on a referral from the Town Council pursuant to section 8-24 of the Connecticut General Statutes to provide a positive report with respect to a lot line revision to 143 Percival Avenue to retain a portion the Percival Field baseball field that is located on the 143 Percival Avenue.

After the earlier section 8-24 referrals, the project has evolved including that the portion of Percival Field parcel Map 8-4, Block 54, Lot 65 that was planned to be sold the Housing Authority will instead be leased because it is encumbered by a Conservation Easement from the State of Connecticut that will remain in force. Therefore, it is appropriate to make another referral from the Town Council to the Planning and Zoning Commission pursuant to section 8-24 of the Connecticut General Statutes for the lot line revision to add a 0.25 acre portion of 143 Percival Avenue to Percival Field parcel Map 8-4, Block 54, Lot 69, the sale of 143 Percival Avenue (4.65 acres after the lot line revision), and the lease of a 4.15 acre portion Percival Field parcel Map 8-4, Block 54, Lot 65 all as shown on the survey of Angus McDonald, Gary Sharpe & Associates, Inc. dated October 4, 2017, that is attached hereto.

In addition, section 7-163e of the Connecticut General Statutes requires that the Town hold a public hearing prior to the sale, leased or transfer of Town property. It is proposed that the Town

Council schedule a hearing regarding the sale of 143 Percival Avenue and lease of a portion of Map 8-4, Block 54, Lot 65 per the attached survey map at its meeting of June 20.

Actions Needed:

Move to make a referral to the Planning and Zoning Commission pursuant to section 8-24 of the Connecticut General Statutes for a lot line revision to add a 0.25 acre portion of 143 Percival Avenue to Percival Field parcel Map 8-4, Block 54, Lot 69, for the sale of 143 Percival Avenue (4.65 acres after the lot line revision), and for the lease of a 4.15 acre portion Percival Field parcel Map 8-4, Block 54, Lot 65 all as shown on the survey of Angus McDonald, Gary Sharpe & Associates, Inc. dated October 4, 2017, that is attached hereto.

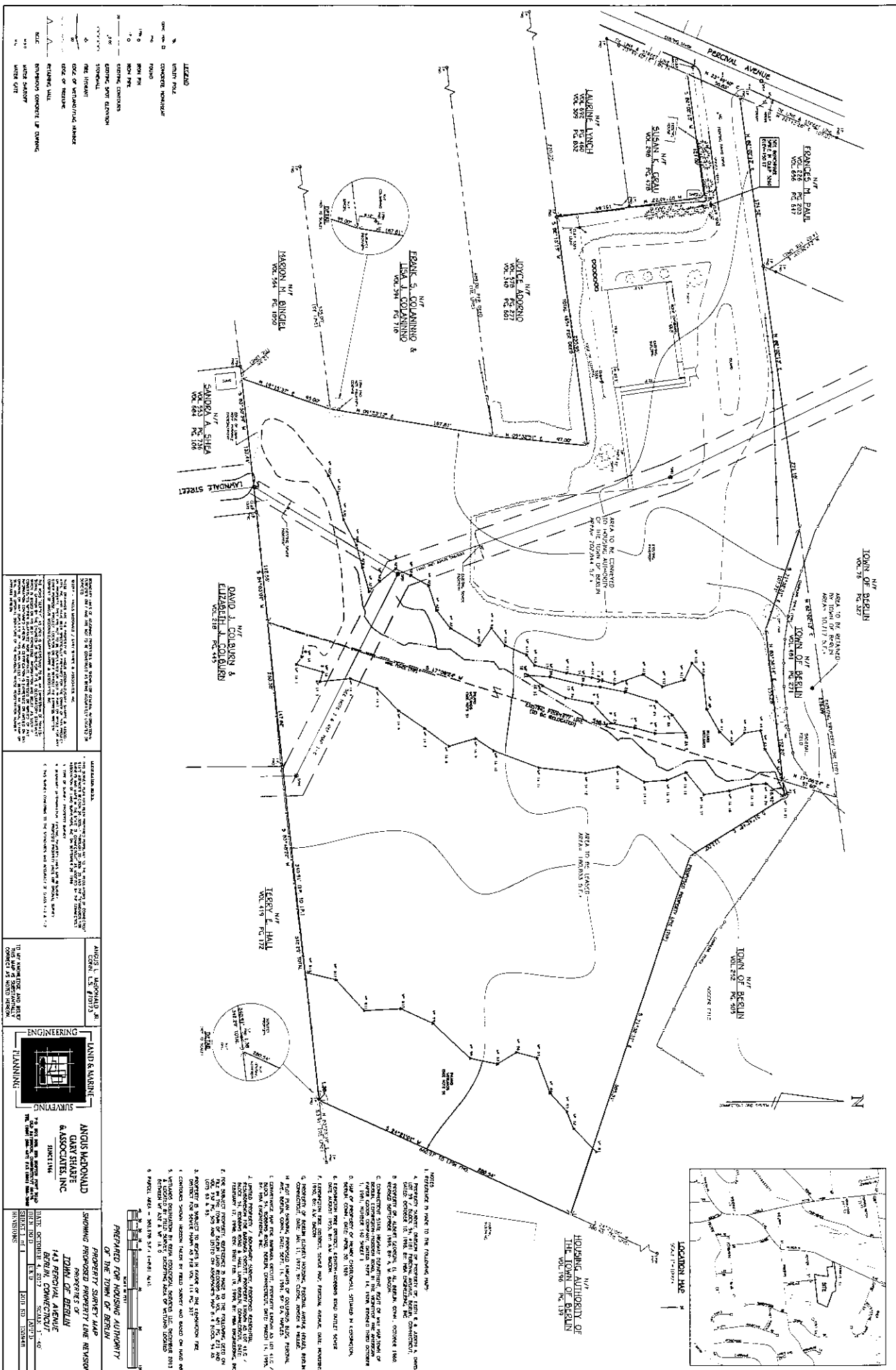
Move to schedule a public hearing on June 20 at 7 PM at the Berlin Town Council Chambers regarding the sale of 143 Percival Avenue and lease of a portion of Map 8-4, Block 54, Lot 65 per the attached survey map to the Berlin Housing Authority.

Attachments:

Survey map.

Prepared By:

Chris Edge, Economic Development Director
Jim Mahoney, Economic Development Coordinator



TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 22, 2023

SUBJECT: Selection of Consultant for Steele Boulevard Park

Summary of Agenda Item:

The Town Council previously authorized the acceptance of a Small Town Economic Assistance grant of \$500,000 and established a \$100,000 match from the Farmington Avenue Development (non-grant) account for the Steele Boulevard Park Project. The park design includes a small amphitheater like shelter and performance area, pavers, benches, a bike rack and other amenities. The location is ideal for small events and activities because a significant amount of public parking is available nearby.

A request for proposals was issued via Bid #2023-17 for the provision of bidding and construction administration services for the Steele Boulevard Project. A consultant selection committee was formed comprised of Chris Edge (Economic Development Director), Dylan Willette (Assistant Town Planner) and Jim Mahoney (Economic Development Coordinator). Four responses were received to the request for proposals and three firms were interviewed and rated and ranked by the selection committee. Based on the selection criteria set forth in the RFP and consistent with the selection process described in the Connecticut Department of Economic and Community Development's Professional Services Selection manual, the selection committee recommends the selection of Barton & Loguidice, LLC for a fee not to exceed \$48,850. Therefore, the committee recommends that the Town Manager be authorized to enter a contract with Barton & Loguidice, LLC for a fee not to exceed \$48,850 and amendments thereto not to exceed 20% of the contract amount (\$9,770) and that the funds for said contract be from the Farmington Avenue Development (non-grant) account # 504.10.1017.0.54000.01624 that was established for the Steele Center/Steele Boulevard project.

Action Needed:

Move to authorize the Town Manager to enter a contract with Barton & Loguidice, LLC for the Steele Boulevard Park Project design for a fee not to exceed \$48,850 and into amendments thereto not to exceed 20% of the contract amount (\$9,770) and that the funds for said contract be from the Farmington Avenue Development (non-grant) account, subject to review and approval of Corporation Counsel.

Attachments:

1. Barton & Loguidice proposal.
2. Consultant rating and ranking sheet.
3. Consultant fee proposal summary.
4. Sufficiency of funds.

Prepared By: Chris Edge, Economic Development Director/Jim Mahoney, Economic Development Coordinator CE



Town of Berlin

Construction Administration and Engineering Inspections for the Steele Boulevard Park Project

RFP No. 2023-17

April 13, 2023

PREPARED BY
**Barton
& Loguidice**



April 13, 2023

Mr. Mike Ahern
Town Engineer / Public Works Director
Town of Berlin
240 Kensington Road
Berlin, Connecticut 06037

Re: **RFP No. 2023-17 // Construction Administration and Inspection Services - Steele Boulevard Park**

Dear Mr. Ahern,

Barton & Loguidice, LLC (B&L) is pleased to submit this proposal to the Town of Berlin for construction services related to Steele Boulevard Park. B&L teamed with Yantic River Consultants to design this exciting new park for the Town of Berlin so we believe that we possess unique qualifications to provide the Town with Construction Administration and Engineering Inspection Services for this project. We plan to continue collaborating with Yantic River Consultants throughout the construction phase of this project and we are confident that our firms have a thorough understanding of the project's requirements and are confident that we can continue to provide the Town with high-quality, cost-effective and responsive services throughout the construction phase of work.

With extensive experience in constructing parks and park amenities, as well as a comprehensive understanding of the needs of Connecticut municipalities, B&L is well-equipped to provide the necessary services for this project. We are committed to providing the Town with the best value for its money by offering competitive rates. Our proposal package includes all the information requested in the RFQ/P, including our fee proposal, which can be found in Section 5 (Attachment A).

After reviewing the Town's request for proposal package, we have a full understanding of the Town's requirements as outlined in the scope of services. Our team has the expertise and passion to provide responsive and cost-effective services to the Town. To ensure a seamless project progression, we will maintain open communication with the Town staff throughout each phase of the project.

Our staff possesses diverse experience with projects of similar scope and size, which provides us with the unique knowledge and local connections essential to making this project a success. We are committed to continuing to provide the necessary resources to complete this exciting project. Should you have any questions, please feel free to reach out to us using the contact info provided below.

Thank you.

Sincerely,

Kevin Grindle, ASLA, PLA
Associate, Project Manager
kgrindle@bartonandloguidice.com

Mark Zessin, P.E.
Senior Vice President
mzessin@bartonandloguidice.com



**TOWN OF BERLIN, CONNECTICUT
ATTACHMENT A: PROPOSAL FORM**

**Construction Administration and Engineering Inspections Steele
Boulevard Park Project**

Pursuant to and in full compliance with the RFP, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal, it is agreed this will form a contractual obligation to provide services at the rates specified in this Proposal Form, and attachments, subject to and in accordance with all instructions, conditions, requirements contained in the documents, including addenda, which are made part of this proposal. The estimated fees are per the Proposer's work plan and the Engineer's Calendar Day Chart; these are not lump sum fees but the Proposer's best estimate at this time.

	Estimated Fee
Contract Documents Review and Pre-Construction Meeting	\$ 1,850
Shop Drawing Review	\$ 3,500
Construction Observation by Field Engineer(s)/Construction Inspector(s) (based on Engineer's Calendar Day Chart)	\$ 22,500
Construction Job Meetings (based on Engineer's Calendar Day Chart)	\$ 7,500
Construction Observation, Field Staff Coordination, and Administrative Tasks by Senior Inspector / Coordinator during construction, including: <ul style="list-style-type: none"> • Requisitions for Payment • Change Orders • Addenda/Sketch Plans • Input on Field Issues, as required (Based on Engineer's Calendar Day Chart)	\$ 6,500
Punch List	\$ 2,500
Project Close-Out	\$ 4,500
Total Estimated Fee	\$ 48,850

Please attach Hourly Rates for Professional Staff (including off-hours / premium rates) and any additional/related services or prices on a separate page(s). The format for the Professional Staff Rates is attached. Proposers should include staff rates for job titles of

TOTALS RATING SHEET - STEELE PARK		Company Name: WMC	Company Name: B&L	Company Name: KSE
	Max Points	Score	Score	Score
Qualifications and experience of personnel to be assigned to the project team	60	59	55	53
Ability to provide the services within proposed project schedule time constraints	30	26	24	24
Firm's awareness of project's issues, opportunities, and constraints. Project understanding of the project plans and agreement with or recommendations related to the project approach	75	66	72	61
Project team's composition and experience on similar projects	30	26	29	21
Experience with similar projects and work with similar Towns	60	56	60	46
Fee proposal, hourly fees and expense schedule	75	63	69	74
Familiarity with DECD project contract compliance and closeout requirements.	60	55	59	40
References feed back record	60	56	57	51
Overall team rating				
Max Rating	450	407	425	370

Fee Proposals for Biding Assistance and Construction Administration, Steele Boulevard Park					
Line Item	KSE	BL	WMC	RD	
Contract Documents	\$50	\$1,850	\$4,500		
Shop Drawings	\$750	\$3,500	\$4,000		
Construction Oversight	\$27,000	\$22,500	\$39,000		
Job Meetings	\$0	\$7,500	\$7,000		
CO 2	\$7,200	\$6,500	\$5,500		
Punch list	\$1,000	\$2,500	\$1,000		
Closeout	\$2,000	\$4,500	\$1,500		
Total	\$38,000	\$48,850	\$62,500	\$440,000	
# of Hours	281	376	364		
avg cost per hour	\$135	\$130	\$172		
Hourly Rates					
Project Mgr	\$200		\$195		
Sr VP		\$205			
Associate		\$170			
Construct Administrator			\$180		
Proj Mgr		\$153			
LA	\$150				
Managing LA		\$138			
Admin	\$90				
Chief Inspector	\$150		\$160		
Inspector	\$120				
Project Eng		\$138	\$165		
Eng		\$126			
Lead Eng		\$170			
Note - Construction Observation - 90 days = 13 weeks, assume 15 hours per week = 195 hours					



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

(Sec. 6-10-2 of the Town Charter)

DATE 5-Jan-23

Purchase Item or Contract:		Requested by:	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Steele Blvd. Park consultant	\$48,850.00	\$48,850.00
1.00	Amendments (20% of contract)	\$9,770.00	\$9,770.00
			-
			-
			-
			-
Account No. 504.10.1017.0.54000.01624 Farmington Ave. Devel. (non-grant)			TOTAL \$58,620.00

Budgeted Amount.....	\$200,832.25	Available balance.....	\$100,000.00
Encumbrances to Date.....	\$81,678.74	Amount Needed for This Package.....	\$58,620.00
Expenditures to Date.....	\$19,153.51	Available Balance After Purchase.....	\$41,380.00

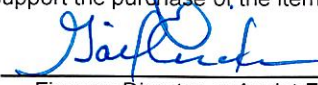
Is a budget change needed? ☐ Yes ☒ No

If so, has a budget change been prepared? ☐ Yes ☐ No

☒ I certify that there ARE sufficient funds available to support the purchase of the items described above.

or:

☐ I certify that a budget change in the amount of \$_____ must be processed concurrently with this certification to support this commitment.



Finance Director or Assist.Finance Director

Finance Director or Assist.Finance Director

Agenda item No: 14
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 30, 2023

SUBJECT: Tax Abatement for 555 Wethersfield Road LLC

Summary of Agenda Item:


555 Wethersfield Road LLC has submitted an application for the renovation of a 22,000 square foot industrial building at 555 Wethersfield Road. This abatement would be based on the increase in assessed value resulting from the real property improvements using the following schedule: 50% in year 1, 40% in year 2, and 30% in year 3 per the Town's tax abatement policy. The Economic Development Commission recommends that the Town Council approve the tax abatement for 555 Wethersfield Road LLC.

Actions Needed:

Move to approve a tax abatement for 555 Wethersfield Road LLC for the renovation of a 22,000 square foot building at 555 Wethersfield Road of 50% in year 1, 40% in year 2, and 30% in year 3 per the town's tax abatement policy.

Attachments:

- 1) A copy of the tax abatement application
- 2) Estimated taxes and abated taxes
- 3) A copy of the letter to abutters

Prepared By: Christopher Edge, Economic Development Director 

Town of Berlin

Department of Economic Development

Tax Abatement Application

Name of Operating Company: Rennet DeLeo Construction Inc.

Name of Parent Company (If applicable): _____

Name of Entity that will own the real estate: 555 Wetnessfield Rd LLC

Mailing Address: 555 Wetnessfield Rd, Berlin, CT 06037

Project Address (If applicable): " "

Phone Number: 860-563-9924 Email: dparker@rennetdeleo.com

Description of the business to be located in the facility including the types of products manufactured or distributed:

Commercial Construction
Mason Contracting

Project Description – Please include square footage of building to be constructed or renovated, a general description of machinery and equipment and other personal property expected to be added to the grand list, expected project start and completion dates. Attach an additional sheet if needed.

22,000 SF. - started May 2022 Completed April 2023

RDC brings additional personal property in machinery, equipment, furniture, fixtures, computer equipment.

Visit our Web Site <http://www.town.berlin.ct.us>

Town of Berlin, Connecticut • Chris Edge, Economic Development Director
240 Kensington Road • Berlin, CT 06037 • (860) 828-7005 • Fax: (860) 828-7180 • Email: cedge@town.berlin.ct.us

Town of Berlin

Department of Economic Development

Estimated Value of Real Estate Improvements: \$ 596,000

Estimated Value of Additional Personal Property: \$ 309,000 (RDC)


Number of Jobs to be Retained in Berlin: Approx 65

Number of Jobs to be Created: Approx 10 additional positions

Additional Details (If needed):

Will continue to expand & grow - with additional employees
as part of our expansion process.

4/28/23
Date


Signature of Company Representative

Visit our Web Site <http://www.town.berlin.ct.us>

Town of Berlin, Connecticut • Chris Edge, Economic Development Director
240 Kensington Road • Berlin, CT 06037 • (860) 828-7005 • Fax: (860) 828-7180 • Email: cedge@town.berlin.ct.us

PRO FORMA - 555 WETHERSFIELD ROAD
555 WETHERSFIELD ROAD LLC - RONNIE DEMEO CONSTRUCTION

<u>Year</u>	<u>Estimated Assessment Increase *</u>	<u>Mill Rate</u>	<u>Real Estate Taxes</u>	<u>Personal Property Taxes</u>	<u>Total Taxes</u>	<u>Tax Abatement</u>	<u>Net Taxes</u>
1	128,500	33.93	\$ 4,360	\$ 436	\$ 4,796	\$2,180	\$ 2,616
2	128,500	34.27	\$ 4,404	\$ 440	\$ 4,844	\$1,761	\$ 3,083
3	128,500	34.61	\$ 4,448	\$ 445	\$ 4,892	\$1,334	\$ 3,558
4	128,500	34.96	\$ 4,492	\$ 449	\$ 4,941		\$ 4,941
5	128,500	35.31	\$ 4,537	\$ 454	\$ 4,991		\$ 4,991
6	128,500	35.66	\$ 4,582	\$ 458	\$ 5,041		\$ 5,041
7	128,500	36.02	\$ 4,628	\$ 463	\$ 5,091		\$ 5,091
8	128,500	36.38	\$ 4,675	\$ 467	\$ 5,142		\$ 5,142
9	128,500	36.74	\$ 4,721	\$ 472	\$ 5,193		\$ 5,193
10	128,500	37.11	\$ 4,768	\$ 477	\$ 5,245		\$ 5,245
11	128,500	37.48	\$ 4,816	\$ 482	\$ 5,298		\$ 5,298
12	128,500	37.85	\$ 4,864	\$ 486	\$ 5,351		\$ 5,351
13	128,500	38.23	\$ 4,913	\$ 491	\$ 5,404		\$ 5,404
14	128,500	38.62	\$ 4,962	\$ 496	\$ 5,458		\$ 5,458
15	128,500	39.00	\$ 5,012	\$ 501	\$ 5,513		\$ 5,513
16	128,500	39.39	\$ 5,062	\$ 506	\$ 5,568		\$ 5,568
17	128,500	39.79	\$ 5,112	\$ 511	\$ 5,624		\$ 5,624
18	128,500	40.18	\$ 5,164	\$ 516	\$ 5,680		\$ 5,680
19	128,500	40.59	\$ 5,215	\$ 522	\$ 5,737		\$ 5,737
20	128,500	40.99	\$ 5,267	\$ 527	\$ 5,794		\$ 5,794
	Total		\$ 96,003	\$ 9,600	\$ 105,603	\$ 5,276	\$ 100,328

* Increase from \$696,500 to \$825,000

May 31, 2023

Dear Berlin Property Owner,

The Town of Berlin Economic Development Commission has received an application pursuant to its Tax Partnership Program. This involves a phase in of increases in real property taxes resulting from the renovation of a 22,000 square foot building at 555 Wethersfield Road in Berlin. The applicant, 555 Wethersfield Road LLC has requested a 3-year tax abatement on the increase in assessment. This abatement will allow Ronnie DeMeo Construction to relocate to Berlin and expand their business.

This tax abatement will not increase your taxes, but will give 555 Wethersfield Road LLC a small tax abatement over the 3 years following the approval.

This matter is scheduled to be considered at an upcoming Town Council meeting **at Town Hall, 240 Kensington Road at 7:00 PM.** Details for the meeting can be found on the town's website at www.berlinct.gov. I am providing you this notice because you are the owner of record of a nearby property. The Town Council has requested that all property owners within 500 feet of the subject property be notified that this application will be considered at the upcoming meeting.

Please call me at 828-7005 if you have any questions in this regard.

Sincerely,

Christopher D. Edge
Economic Development Director

Agenda Item No. 15
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 25, 2023

SUBJECT: Authorization for the Town Manager to Apply for a Community Connectivity Grant

Summary of Agenda Item:

The Connecticut Department of Transportation has issued a Notice of Funding Availability for the Connecticut Connectivity Grant Program (CCGP). This \$10 million State grant program is an infrastructure improvement program that provides funding for local initiatives to improve safety and accessibility for pedestrians, bicyclists, and transit users in urban, suburban, and rural communities. The program goal is to provide equitable access to transportation by making conditions safer for all people and encouraging more use of these healthy and environmentally sustainable modes of travel. The maximum grant amount for the CCGP is \$800,000.

Pursuant to recommendations in the Plan of Conservation and Development, the Town has been consistently pursuing a program to expand its sidewalk network and fill existing gaps. The priority has been to expand sidewalks to provide connections including to the Train Station and the Kensington Village Transit Oriented Development area, to schools (especially including the Berlin High School, McGee, Willard cluster), to community facilities including parks and the Town Hall/Library complex and to major open space areas and trails. The Town is currently finishing a sidewalk improvement project that was funded by a Community Connectivity Grant and a Small Town Economic Assistance grant.

It is recommended that the Town Council authorize the Town Manager to apply for a Community Connectivity grant of up to \$800,000 for projects for which plans and specifications have already been prepared. This would be the next set of improvements to the sidewalk network, consistent with the stated connectivity goals. These projects are:

1. Four Rod Road from Winding Meadow Drive to Norton Road
2. Percival Avenue from Carbo Lane to Percival Field
3. Robbins Road from Town Drive to Timberwood Road
4. Norton Road, east and west of Cole Lane.

The Community Connectivity Grant Program provides funding for construction but not design, permitting and construction administration. The plans and specifications have already been prepared for bidding, but the Town would need to pay for consultant services for bidding

assistance and construction administration. The the cost of these services is estimated at \$85,000 and it is recommended that the Town Council authorize \$85,000 from account # 140.20.2037.0.54000.00509 – Grant Road Improvement for bidding assistance and construction administration services for CCPG sidewalks, if the grant is awarded, unless other funds are identified and approved by for this project by the Town Council and Board of Finance.

In addition, this sidewalk project would be subject to the section 8-24 review process so it is recommended that the project be referred to the Planning and Zoning Commission for a section 8-24 report.

Actions Needed:

Move to authorize the Town Manager to apply for a Community Connectivity Grant in an amount of up to \$800,000 for sidewalks on Four Rod Road from Winding Meadow Drive to Norton Road, on Percival Avenue from Carbo Lane to Percival Field, on Robbins Road from Town Drive to Timberwood Road, and on Norton Road, east and west of Cole Lane.

Move to authorize \$85,000 from the Grant Road Improvement for bidding assistance and construction administration services for CCPG sidewalks, if the grant is awarded.

Move to refer the project for the construction of sidewalks on Four Rod Road from Winding Meadow Drive to Norton Road, on Percival Avenue from Carbo Lane to Percival Field, on Robbins Road from Town Drive to Timberwood Road, and on Norton Road, east and west of Cole Lane to the Planning and Zoning Commission for a report pursuant to section 8-24 of the Connecticut General Statutes.

Attachments:

1. Map showing the location of the proposed sidewalk improvements.
2. Cost estimates for each sidewalk section.
3. Sufficiency of funds statement.

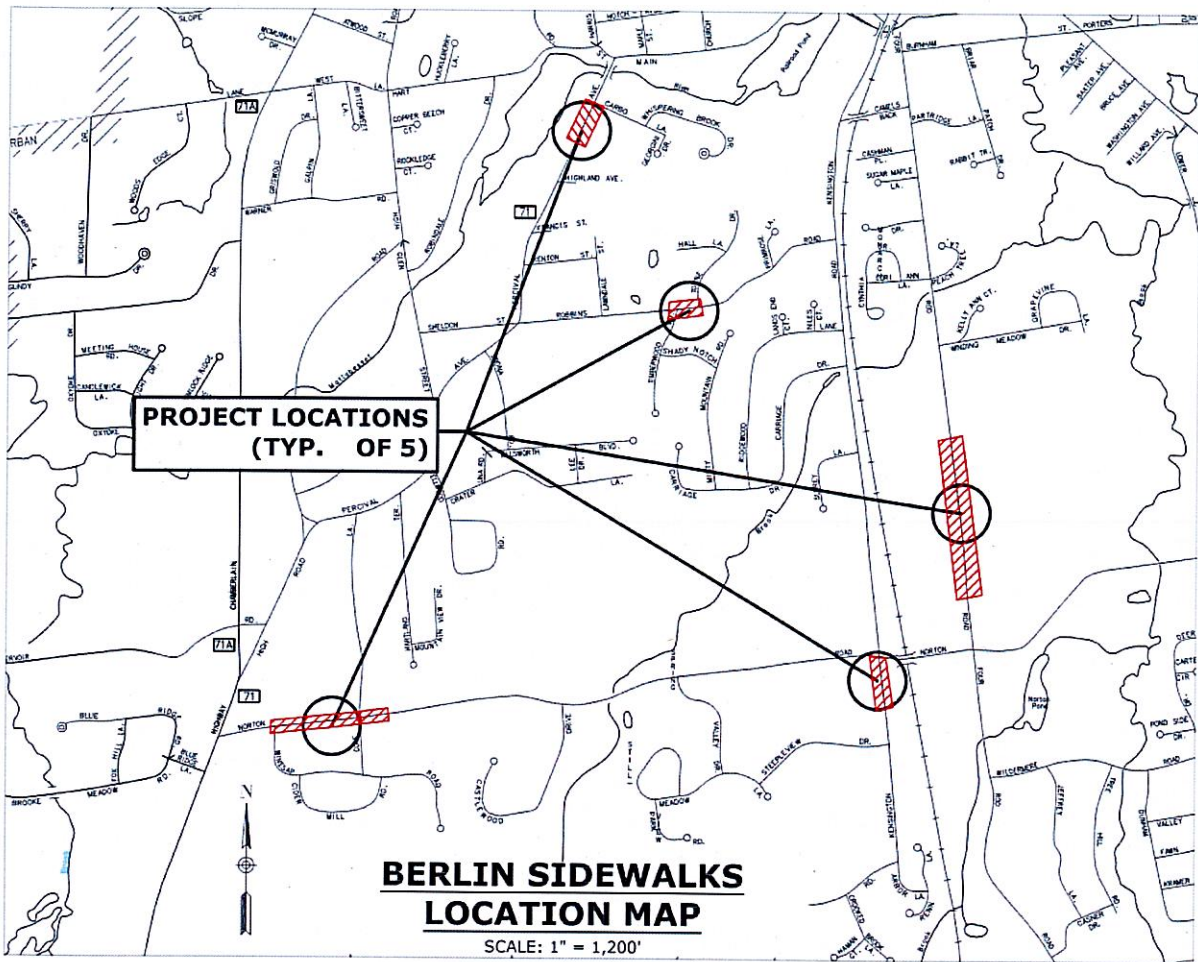
Prepared By:

Jim Mahoney, Economic Development Coordinator

Mike Ahern, Public Works Director

Chris Edge, Economic Development Director

CG



Town of Berlin
Grant Assistance Sidewalk Connectivity Projects
Town No. 2024-XX
WMC Reference No.: 23042

State Project No.: N/A
Prepared By: REB
Date: May 1, 2023
Rev. Date:

FOUR ROD ROAD - 100% Cost Opinion

ITEM NO.	ROADWAY ITEMS	UNIT	QUANT.	UNIT PRICE	TOTAL COST
0202000	A Earth Excavation	C.Y.	60	\$ 25.00	\$ 1,500.00
0202452	A Test Pit	Ea.	1	\$ 750.00	\$ 750.00
0202540	A Replace & Reset Iron Pin	Ea.	2	\$ 650.00	\$ 1,300.00
0219001	Sedimentation Control System	L.F.	770	\$ 5.00	\$ 3,850.00
0601445	A Embankment Wall (Site No. 1)	L.S.	1	\$ 45,800.00	\$ 45,800.00
0921001	A 5" Concrete Sidewalk	S.F.	2,325	\$ 16.50	\$ 38,362.50
0921002	A 5" Concrete Sidewalk w/ Integral Curb	S.F.	600	\$ 19.00	\$ 11,400.00
0921003	A 8" Concrete Sidewalk	S.F.	560	\$ 18.50	\$ 10,360.00
0922501	A Bituminous Concrete Driveway (Residential)	S.Y.	120	\$ 55.00	\$ 6,600.00
0944000	Furnishing and Placing Topsoil	S.Y.	800	\$ 10.00	\$ 8,000.00
0950005	Turf Establishment	S.Y.	800	\$ 2.00	\$ 1,600.00
0970007	Traffic Person (Uniformed Flagger)	Hr.	160	\$ 55.00	\$ 8,800.00
1206023	A Removal and Relocation of Existing Signing	L.S.	1	\$ 1,000.00	\$ 1,000.00
1208932	Sign Face Sheet Aluminum (Type IV Retroreflective)	S.F.	25	\$ 65.00	\$ 1,625.00
1210101	4" White Epoxy Resin Pavement Markings	L.F.	130	\$ 1.00	\$ 130.00
1302061	Adjust Gate Box (Water)	Ea.	6	\$ 250.00	\$ 1,500.00
1302062	Adjust Gate Box (Gas)	Ea.	6	\$ 250.00	\$ 1,500.00
				SUBTOTAL	\$ 144,077.50

MINOR ITEMS ALLOWANCE @ 0% \$ -

SUBTOTAL \$ 144,077.50

ITEM NO.	LUMP SUM ITEMS	PERCENTAGE	UNIT	QUANT.	UNIT PRICE	TOTAL COST
0201001	A Clearing and Grubbing	10.00%	L.S.	1	\$ 14,500.00	\$ 14,500.00
0971001	A Maintenance and Protection of Traffic	6.00%	L.S.	1	\$ 9,000.00	\$ 9,000.00
0975004	Mobilization and Project Closeout	10.00%	L.S.	1	\$ 14,500.00	\$ 14,500.00
0980001	Construction Staking	1.50%	L.S.	1	\$ 2,500.00	\$ 2,500.00
				SUBTOTAL		\$ 40,500.00

CONSTRUCTION ITEMS SUBTOTAL \$ 144,077.50

LUMP SUM ITEMS SUBTOTAL \$ 40,500.00

SUBTOTAL \$ 184,577.50

CONTINGENCY @ 10% \$ 18,457.75

INCIDENTALS @ 10% \$ 18,457.75

2023 TOTAL \$ 221,493.00

PROJECT TO 2024 (5% INFLATION /YR) \$ 232,567.65

SAY TOTAL \$ 235,000.00



TOWN OF BERLIN

CERTIFICATION OF SUFFICIENCY OF FUNDS

(Sec. 6-10-2 of the Town Charter)

DATE 31-May-23

Purchase Item or Contract: Bidding assistance and construction admin.		Requested by: J. Mahoney	
QUANTITY	DESCRIPTION	PRICE PER UNIT	\$ AMOUNT
1.00	Bidding assistance and construction administration	\$85,000.00	\$85,000.00
	for Connectivity sidewalk project		\$0.00
			-
			-
			-
			-
TOTAL			\$85,000.00

Account No. 140.20.2037.0.54000.00509 Grant Road Improvement

Budgeted Amount.....	\$2,573,960.93	Available balance.....	\$757,354.66
Encumbrances to Date.....	\$584,733.81	Amount Needed for This Package.....	\$85,000.00
Expenditures to Date.....	\$1,231,872.46	Available Balance After Purchase.....	\$672,354.66

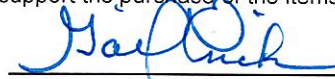
Is a budget change needed? ☐ Yes ☒ No

If so, has a budget change been prepared? ☐ Yes ☐ No

☒ I certify that there ARE sufficient funds available to support the purchase of the items described above.

or:

☐ I certify that a budget change in the amount of \$ _____ must be processed concurrently with this certification to support this commitment.


Finance Director or Assist. Finance Director

Finance Director or Assist. Finance Director

Agenda Item No. 16
Request for Town Council Action

TO: The Honorable Mayor and Town Council

FROM: Arosha Jayawickrema, Town Manager

DATE: May 30, 2023

SUBJECT: Neighborhood Assistance Act (NAA) Tax Credit Program

SUMMARY:

The Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program provides a tax credit to business firms that make cash investments in qualifying community programs conducted by tax exempt or municipal agencies. The community programs must be approved by both the municipality in which the programs are conducted and by the Department of Revenue Services (DRS). A tax credit equal to 100% of the cash invested is available to business firms that invest in energy conservation projects. Tax exempt entities desiring to obtain benefits under the NAA must complete an application and submit it to the municipal agency overseeing the implementation of the proposal. The overseeing municipal agency then completes their portion of the application and submits it to DRS on or before July 1st of each year. Prior to submitting the application to DRS, each municipality must hold a public hearing on all program applications. The governing body of the municipality must vote to approve the programs. A liaison must also be designated to handle all Neighborhood Assistance matters.

This year, there were two proposals submitted from the Prudence Crandall Center, one from the Kensington Congregational Church and one from Friends of the Worthington Meeting House, Inc. The Prudence Crandall Center provides a comprehensive array of services to victims of domestic violence to Berlin residents, schools, and community groups. Kensington Congregational Church's Historic 1774 Meetinghouse serves over 500 members through community outreach programs and activities as well as being the sole sponsor for the Kensington Nursery School. The Worthington Meeting House is in Berlin's Historic District and will be an attraction for the town. It will provide meeting rooms and event space for not just the Berlin Historic Society but for other community groups. All three groups wish to submit proposals for the 2023 Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program.

The first proposal from the Prudence Crandall Center is for energy efficiency would be used to benefit the Center's Rose Hill Energy Conservation Program. The energy efficiency initiatives planned include ongoing replacement and installation of energy efficient appliances in their supportive housing units, as well as an ongoing renovation to the building's HVAC system ventilation. Rose Hill anticipates as much as 30% increase in overall utility cost savings following the replacement of 7 appliances in the supportive housing apartments and the upgrading of the HVAC system controllers. The renovations are based on systems review by B&D Controlled Air Corp. The savings will increase funding available to help with the critical

services and programs. The Prudence Crandall Center is requesting \$37,060 from the Neighborhood Assistance Act Tax Credit Program.

The second proposal from the Prudence Crandall Center is for programs serving low-income people. The funds would be part of the Center's Annual Appeal and would support emergency shelter, supportive housing, counseling, and advocacy services for victims of domestic violence and their families. It would also support community education and prevention services which help to educate the public, professionals and youth regarding the warning signs and risk factors. Domestic violence is a serious and pervasive social problem with devastating physical, psychological, and economic consequences for victims. The Prudence Crandall Center is requesting \$150,000 from the Neighborhood Assistance Tax Credit Program.

The third proposal which is from the Kensington Congregational Church is for Energy Conservation Upgrades for Replacement Windows and Doors of the 70-year-old Reeves Educational Center which is on the campus of the Kensington Congregational Church. It will include removal and installation of 27 windows and 6 doors. This project will improve energy conservation for the 1774 historic meeting house. Kensington Congregation Church is the sole sponsor of the Kensington Nursery School which serves 35-40 children ages 2-5 and their families. This outreach program is just one of many that are vital to Berlin and surrounding communities such as New Britain and Southington. Kensington Congregation Church is requesting \$24,500 from the Neighborhood Assistance Act Tax Credit Program.

The fourth proposal is from Friends of the Worthington Meeting House, Inc. for the Worthington Meeting House located in Berlin's Historic District. They are proposing repainting the siding and trim of the house as well as the restoring of the Worthington School Cupola so that it can be used as a historic feature on the grounds of the meeting house. The proposal also includes obtaining full construction plans for the remaining restoration and adaptive reuse of the Worthington Meeting House. The meeting house primarily serves the Town of Berlin and the Central Connecticut area. It will be an attraction for the town and will provide meeting room and event space to be shared by the Berlin Historical Society and other community organizations. The Friends of the Worthington Meeting House, Inc. are requesting \$146,000 from the Neighborhood Assistance Tax Credit Program.

ACTION NEEDED:

Move to affirm prior support for proposals from the Prudence Crandall Center, the Kensington Congregational Church, and The Friends of the Worthington Meeting House, Inc for the 2023 Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program.

ATTACHMENTS:

Proposal from the Prudence Crandall Center; Energy Efficiency

Proposal from the Prudence Crandall Center; Annual Appeal

Proposal from the Kensington Congregational Church; Energy Conservation

Proposal from the Friends of the Worthington Meeting House, Inc.; Worthington Meeting House

PREPARED BY:

Arosha Jayawickrema, Town Manager

Municipality: Berlin



Form NAA-01

2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

Part I — General Information

Name of tax exempt organization/municipal agency: _____
Prudence Crandall Center, Inc.

Address: _____
P.O. Box 895, New Britain, CT 06050

Federal Employer Identification Number: 06-0698557

Program title: Energy Efficiency

Name of contact person: Barbara Damon

Telephone number: (860) 259 3816

Email address: Bdamon@prudencecrandall.org

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 37,060.00

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?



Yes



No

If **Yes**, attach a copy of the **first page** of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

- ☒ Energy conservation; or
☐ Comprehensive college access loan forgiveness (see Conn. Gen. Stat. § 12-635(3)).

60% credit percentage

- ☐ Job training/education for unemployed persons aged 50 or over;
☐ Job training/education for persons with physical disabilities;
☐ Program serving low-income persons;
☐ Child care services;
☐ Establishment of a child day care facility;
☐ Open space acquisition fund; or
☐ Other (specify): _____

Description of program: _____

The Rose Hill Energy Conservation Program includes energy conservation repairs and improvements to Prudence Crandall Center's Rose Hill Facility. The energy efficiency initiatives planned for FY 2023/2024 include the ongoing replacement and installation of energy efficient appliances in our supportive housing units, as well as the ongoing renovation to the building's HVAC system (see attachment).

Need for program: _____

The Rose Hill Energy Conservation Program addresses ongoing needs to conserve energy, and reduce operating costs associated with Rose Hill's energy consuming systems and appliances. We anticipate a significant savings (as much as 30%) in overall utility costs following the replacement of 7 appliances in our supportive housing apartments and finalizing the upgrade to our HVAC system. These renovations are based on a systems review by B&D Controlled Air Corp. (Continued, see attachment)

Neighborhood area to be served: _____

New Britain, Berlin, Bristol, Kensington, Plainville, Plymouth, Southington, and Terryville, Connecticut.

Plan to implement the program: _____

Energy efficient appliances will continue be purchased to replace the outdated equipment in the apartments. The renovation to the HVAC system (Continued, see attachment)

Timetable:Program start date: 07/01/2023
MM - DD - YYYYProgram completion date: 06/30/2024
MM - DD - YYYYPost-project audit due date: _____
MM - DD - YYYY

The program start date must not be more than two years prior to the program completion date.

Any program receiving \$25,000 or more in NAA funding is required to provide a post-project audit, prepared by a certified public accounting firm, to the municipality overseeing the program, no later than three months after the program completion date.

Part III — Financial Information**Program Budget:**

Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:NAA funds requested \$37,060.00

Other funding sources - itemized sources:

a) American Savings Foundation \$45,000.00

b) _____

c) _____

d) _____

Total Funding: _____**Proposed Program Expenditures:**

Direct operating expenses - itemized description:

a) Completion of HVAC renovation \$70,000.00b) (7) energy efficient reffridgerators \$6,160.00c) (7) energy efficient convection microwave ovens \$4,900.00d) President/CEO time, project management \$1,000.00

Administrative expenses - itemized description:

a) _____

b) _____

c) _____

d) _____

Total Proposed Expenditures: \$82,060.00

Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program:	<u>Town of Berlin, CT</u>
Mailing address:	<u>240 Kensington Road Berlin, CT 06037</u>
Name of municipal liaison:	<u>Arosha Jayawickrema</u>
Telephone number:	<u>860-828-7003</u>
Fax number:	<u>860-828-7068</u>
Email address:	<u>ajayawickrema@berlinct.gov</u>

<p align="center">Post-Project Audit</p> <p align="center">Is a post-project audit required for this proposal?</p> <p align="center"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p align="center">If Yes, date post-project audit due:</p> <p align="center"><u> </u></p> <p align="center">Date</p>
--

2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions

Complete all items on **Form NAA-01, 2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal**. Incomplete applications will **not** be accepted. For where to direct inquiries, see *Additional Information* below.

Part I – General Information

Enter the name of the tax exempt organization or municipal agency, address, Federal Employer Identification Number, and email address.

Program Title: Assign a unique program title to each program for which your organization is making an application.

Federal Form 990: Attach a copy of the first page of your organization's most recent federal Form 990 or Form 990EZ. If your organization is not required to file either Form 990 or Form 990EZ, attach a copy of the determination letter from the Internal Revenue Service.

Part II – Program Information

Description of Program: Describe the program, including information about how the program will operate, its benefit to the community, how recipients will be selected, and any measures used to determine the program's impact on the community.

Need for Program: Demonstrate a need for this program. For example, provide relevant statistics.

Neighborhood Area to Be Served: Describe the neighborhood or municipality this program will serve.

Plan to implement the program: Describe how the program will operate. Identify other persons or organizations involved in the administration of the program.

Timetable: Indicate the starting and completion dates of the program. The program completion date must not be more than two years from the program start date.

Part III – Financial Information

Each program proposal must include a program budget that includes all sources of funding and all anticipated expenditures. The information provided in the budget may be used during a post-project audit.

Sources of Revenue: The budget must include the requested NAA funding and any other anticipated revenue sources.

NAA Funding Requested: Indicate the total amount your organization is requesting for its program.

This amount may not exceed the total proposed expenditures. Please note that the minimum NAA funding is \$250, with a maximum funding of \$150,000 per organization or agency per year.

Other Funding Sources: Provide a detailed description(s) and the amount(s) of all funding sources.

Proposed Program Expenditures: The budget must include a detailed description and the amount of all direct operating and administrative expenditures. **Expenditures must equal or exceed total funding.**

Direct Operating Expenses: Expenses include materials, equipment, wages, salaries, tuition fees, sub-contracting services, and any other expenses needed to administer the program.

Part IV – Municipal Information

This part is to be completed by the municipal agency overseeing implementation of the program.

Municipal Liaison: The municipality must designate an individual to serve as a liaison with the Department of Revenue Services (DRS) for all NAA matters.

Post-Project Audit: Any program receiving \$25,000 or more in NAA funding is required to provide a post-project audit, prepared by a certified public accounting firm, to the municipality overseeing the program, no later than three months after the program completion date.

Additional Information

See the *Guide to Connecticut Business Tax Credits* available on the DRS website at portal.ct.gov/DRS. E-mail any questions to NAAProgram@ct.gov or call 860-297-5687, Monday through Friday, 8:30 a.m. to 4:30 p.m. for more information.

Form NAA-01 Program Proposal 2023
Prudence Crandall Center, Inc.
Rose Hill Energy Conservation Program
Attachment 1

Part II, Program Information - Description of Program, Continued:

Rose Hill is a historically significant brick masonry structure which was renovated in 2009 to facilitate Prudence Crandall Center's housing programs, administrative and counseling offices, and storage space. The facility has four floors totaling approximately 45,000 square feet and includes: 18 apartments for transitional and permanent supportive housing equipped with 1-3 bedrooms, communal spaces, kitchen, full bathroom, and dining areas; functional space for counseling, support groups, health services, and laundry facilities; and administrative offices, conference rooms, and storage space.

The Rose Hill Energy Conservation Program initiatives planned for FY 2023/2024 include the continuation of replacing older appliances with newer, more energy efficient appliances in our supportive housing units— plus, a renovation to our building's HVAC system, specifically to improve ventilation and modernize the control system. The HVAC project will increase the distribution of air in the building so that all rooms are more evenly heated and cooled. Once completed our building will be heated and cooled more efficiently and provide safer and healthier ventilation.

As a result of these energy conservation upgrades, Prudence Crandall Center expects to considerably reduce energy consumption and related expenses, realizing significant savings in operating costs. With this savings, Prudence Crandall Center will have additional funding available to increase and enhance our critical services and programs, for the benefit of the community. Thus, the energy conservation savings realized will improve our ability to meet the growing needs of individuals and families impacted by domestic violence and further our efforts to reduce, and ultimately eliminate, domestic violence in our communities.

Prudence Crandall Center is a nonprofit organization which provides comprehensive services to individuals affected by domestic violence, as well as prevention education and outreach to the community at large. We are the only domestic violence agency in Connecticut to offer a full spectrum of services designed to meet the complex needs of victims of domestic violence— to promote safe, self-sufficient, and independent lives. Our services include: a 24-hour emergency hotline; emergency safe shelter; advocacy, information, and referrals; individual and group counseling; children's advocacy programs; court-based services; case management; transitional and permanent supportive housing; community housing assistance, rapid re-housing; and community education and prevention.

Prudence Crandall Center touches the lives of nearly 10,000 individuals annually through all of our programs and services. We are the only domestic violence agency serving the communities of Bristol, Plainville, *New Britain*, Berlin, Burlington, Kensington, Plymouth, Southington and Terryville. The impact of our services is measured through client intake, staff notes, and statistics compiled using a database system, specifically designed for use by domestic violence agencies in accordance with best practices established by the Connecticut Coalition Against Domestic Violence.

Part II, Program Information - Need for Program, Continued:

Through these energy conservation efforts, we expect to see considerable savings in operating costs over time, which will increase funding available for critical services, enabling us to better meet the needs of individuals and families impacted by domestic violence.

The Centers for Disease Control (CDC) recognizes domestic violence as a serious public health threat with lasting effects on individuals, families, and communities. National statistics are compelling: 1 in 4 women and 1 in 7 men report experiencing severe physical violence by an intimate partner in their lifetime. Physical violence is typically accompanied by emotional or psychological abuse and can lead to a wide range of chronic physical and mental health problems. Making the courageous decision to leave an abusive situation presents its own physical, financial, and emotional risks.

Victims of domestic violence are at 75% greater risk of death when they attempt to leave an abusive relationship. Beyond the threat of escalating violence, domestic violence victims cite lack of income, employment, and financial stability as the strongest, most immediate deterrents to leaving an abusive situation (Allstate Foundation). In addition, abusers often isolate victims, further restricting their financial means and leaving them without a support network, making it even tougher to leave.

In a multi-state study, victims cited safety, housing, information, emotional support, and help for their children as their primary needs upon entering domestic violence shelters. The study found that domestic violence shelters offering a complex array of services to victims of abuse and their children (e.g., counseling, housing, and legal assistance) address significant needs that cannot be met elsewhere. Without these services, survivors report they would face continued abuse, homelessness, loss of their children or lives, or other dire consequences (Meeting Survivor's Needs: A Multi-State Study of Domestic Violence Experiences).

Unfortunately, the need for emergency safe shelter for victims of domestic violence in our region continues to grow. Over the past several years, our shelter and housing programs have operated at or over capacity, as have other programs throughout the state. At the same time, our court-based victim advocates serve an average of 2,500 or more victims of family violence crimes each year. In response, we've increased staffing and have expanded all our critical services over the past year.

Plan to Implement Program, Continued:

Prudence Crandall Center's services and related capital projects are overseen by the President and CEO, Barbara Damon, who has over 30 years of experience with non-profit administration and domestic violence services. Ms. Damon holds a bachelor's degree in Sociology and is ultimately responsible for all project decisions, receiving guidance and advice, as needed, from the Board of Directors. Russell Murray, Prudence Crandall Center's Director of Facilities, is responsible for Rose Hill facility's systems, maintenance, and security. Mr. Murray serves as the central point of contact and project manager for all activities related to the repair and improvement of our Rose Hill facility.

Form **990**Department of the Treasury
Internal Revenue Service**Return of Organization Exempt From Income Tax**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form as it may be made public.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2020Open to Public
Inspection**A** For the 2020 calendar year, or tax year beginning **JUL 1, 2020** and ending **JUN 30, 2021****B** Check if applicable:

- ☐ Address change
☐ Name change
☐ Initial return
☐ Final return/terminated
☐ Amended return
☐ Application pending

C Name of organization**PRUDENCE CRANDALL CENTER, INC.**

Doing business as

Number and street (or P.O. box if mail is not delivered to street address) Room/suite
594 BURRITT STREETCity or town, state or province, country, and ZIP or foreign postal code
NEW BRITAIN, CT 06053**F** Name and address of principal officer: **BARBARA DAMON**
SAME AS C ABOVE**D** Employer identification number**06-0968557****E** Telephone number**860-225-5187****G** Gross receipts \$ **3,130,450.****H(a)** Is this a group returnfor subordinates? ☐ Yes ☒ No**H(b)** Are all subordinates included? ☐ Yes ☐ No

If "No," attach a list. See instructions

H(c) Group exemption number ▶**I** Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) () ▶ (insert no.) ☐ 4947(a)(1) or ☐ 527**J** Website: **WWW.PRUDENCECRANDALL.ORG****K** Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other ▶**L** Year of formation: **1973** **M** State of legal domicile: **CT****Part I Summary**

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: PRUDENCE CRANDALL CENTER, INC. (THE ORGANIZATION) IS A NONPROFIT ORGANIZATION FORMED FOR THE			
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.			
	3	Number of voting members of the governing body (Part VI, line 1a)	17	
	4	Number of independent voting members of the governing body (Part VI, line 1b)	17	
	5	Total number of individuals employed in calendar year 2020 (Part V, line 2a)	47	
	6	Total number of volunteers (estimate if necessary)	30	
	7a	Total unrelated business revenue from Part VIII, column (C), line 12	0.	
7b	Net unrelated business taxable income from Form 990-T, Part I, line 11	0.		
Revenue	8	Contributions and grants (Part VIII, line 1h)	Prior Year 2,239,177.	Current Year 3,087,703.
	9	Program service revenue (Part VIII, line 2g)	41,925.	37,934.
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	2,794.	2,590.
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	2,175.	2,223.
	12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	2,286,071.	3,130,450.
Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	0.	0.
	14	Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	1,556,246.	1,675,751.
	16a	Professional fundraising fees (Part IX, column (A), line 11e)	0.	0.
	16b	Total fundraising expenses (Part IX, column (D), line 25) ▶ 110,357.		
	17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	1,197,063.	1,479,390.
	18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	2,753,309.	3,155,141.
19	Revenue less expenses. Subtract line 18 from line 12	-467,238.	-24,691.	
Net Assets or Fund Balances	20	Total assets (Part X, line 16)	Beginning of Current Year 11,263,720.	End of Year 11,251,780.
	21	Total liabilities (Part X, line 26)	3,692,124.	3,684,126.
	22	Net assets or fund balances. Subtract line 21 from line 20	7,571,596.	7,567,654.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer		Date	
	BARBARA DAMON, PRESIDENT & CEO			
Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check <input type="checkbox"/> PTIN
	DOUGLAS FARRINGTON	DOUGLAS FARRINGTON	11/08/21	P00370668
	Firm's name ▶ MARCUM LLP	Firm's EIN ▶ 11-1986323		
	Firm's address ▶ 53 STATE STREET			
	BOSTON, MA 02109	Phone no. (617) 807-5000		

May the IRS discuss this return with the preparer shown above? See instructions

☒ Yes ☐ No

032001 12-23-20 LHA For Paperwork Reduction Act Notice, see the separate instructions.

Form 990 (2020)

SEE SCHEDULE O FOR ORGANIZATION MISSION STATEMENT CONTINUATION



Municipality: Berlin

Form NAA-01

2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

Part I — General Information

Name of tax exempt organization/municipal agency: _____
Prudence Crandall Center, Inc.

Address: P.O. Box 895, New Britain, CT 06050

Federal Employer Identification Number: 06-0698557

Program title: Annual Appeal

Name of contact person: Barbara Damon

Telephone number: (860) 259-3816

Email address: Bdamon@prudencecrandall.org

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 150,000.00

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

☒ Yes ☐ No

If **Yes**, attach a copy of the **first page** of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

- ☐ Energy conservation; **or**
☐ Comprehensive college access loan forgiveness (see Conn. Gen. Stat. § 12-635(3)).

60% credit percentage

- ☐ Job training/education for unemployed persons aged 50 or over;
☐ Job training/education for persons with physical disabilities;
☒ Program serving low-income persons;
☐ Child care services;
☐ Establishment of a child day care facility;
☐ Open space acquisition fund; **or**
☐ Other (specify): _____

Description of program: _____

Prudence Crandall Center's (PCC) Annual Appeal directly supports our emergency shelter, supportive housing, counseling, and advocacy services for victims of domestic violence and their families. This funding also supports our community education and prevention services, vital to our mission to raise awareness and reduce domestic violence in our communities. Through these services, we educate the public, professionals, and youth regarding the warning signs and risk factors for domestic and teen dating violence, to raise awareness, connect victims to services, and prevent future abuse (See attachment).

Need for program: _____

Domestic violence (DV) is a serious and pervasive social problem with devastating physical, psychological, and economic consequences for victims. Over one-third of women, and one in four men, in the United States have been physically assaulted, sexually assaulted, and/or stalked by an intimate partner. (Centers for Disease Control and Prevention; 2011). DV often includes economic abuse, including preventing survivors from working or going to school, sabotaging their employment or housing, or ruining their credit. These tactics can lead to job loss, homelessness, and financial ruin. (See attachment).

Neighborhood area to be served: _____

New Britain, Berlin, Bristol, Kensington, Plainville, Plymouth, Southington, and Terryville, Connecticut.

Plan to implement the program: _____

Prudence Crandall Center's service model is based on over 50 years of experience in the field of domestic violence, and is in accordance with current best practices established by the Connecticut Coalition Against Domestic Violence (CCADV). PCC is managed by an experienced, accomplished leadership team, coordinating the efforts of 43 highly skilled full and part-time staff committed to service excellence. PCC's services are overseen by CEO and President, Barbara Damon, who has over 30 years of experience with non-profit administration and domestic violence services. (See attachment.).

Timetable:

Program start date: 07/01/2022
MM - DD - YYYY
Program completion date: 06/30/2023
MM - DD - YYYY
Post-project audit due date: _____
MM - DD - YYYY

The program start date must not be more than two years prior to the program completion date.
Any program receiving \$25,000 or more in NAA funding is required to provide a post-project audit, prepared by a certified public accounting firm, to the municipality overseeing the program, no later than three months after the program completion date.

Part III — Financial Information**Program Budget:**

Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:

NAA funds requested	<u>\$150,000.00</u>
Other funding sources - itemized sources:	
a) <u>Corporate & foundation contributions</u>	<u>\$50,000.00</u>
b) <u>Individual contributions</u>	<u>\$130,000.00</u>
c) _____	_____
d) _____	_____

Total Funding:

Proposed Program Expenditures:

Direct operating expenses - itemized description:	
a) <u>Salaries & fringe benefits</u>	<u>\$227,500.00</u>
b) _____	_____
c) _____	_____
d) _____	_____
Administrative expenses - itemized description:	
a) <u>General administration</u>	<u>\$18,000.00</u>
b) <u>Insurance</u>	<u>\$9,500.00</u>
c) <u>Deposit to reserves</u>	<u>\$75,000.00</u>
d) _____	_____

Total Proposed Expenditures:

\$330,000.00

Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program:	_____
	<u>Town of Berlin</u>
Mailing address:	<u>240 Kensington Road Berlin, CT 06037</u>

Name of municipal liaison:	<u>Arosha Jayawickrema</u>
Telephone number:	<u>860-828-7003</u>
Fax number:	<u>860-828-7068</u>
Email address:	<u>ajayawickrema@berlinct.gov</u>

Post-Project Audit
Is a post-project audit required for this proposal?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, date post-project audit due:

Date

2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions

Complete all items on **Form NAA-01, 2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal**. Incomplete applications will **not** be accepted. For where to direct inquiries, see *Additional Information* below.

Part I – General Information

Enter the name of the tax exempt organization or municipal agency, address, Federal Employer Identification Number, and email address.

Program Title: Assign a unique program title to each program for which your organization is making an application.

Federal Form 990: Attach a copy of the first page of your organization's most recent federal Form 990 or Form 990EZ. If your organization is not required to file either Form 990 or Form 990EZ, attach a copy of the determination letter from the Internal Revenue Service.

Part II – Program Information

Description of Program: Describe the program, including information about how the program will operate, its benefit to the community, how recipients will be selected, and any measures used to determine the program's impact on the community.

Need for Program: Demonstrate a need for this program. For example, provide relevant statistics.

Neighborhood Area to Be Served: Describe the neighborhood or municipality this program will serve.

Plan to implement the program: Describe how the program will operate. Identify other persons or organizations involved in the administration of the program.

Timetable: Indicate the starting and completion dates of the program. The program completion date must not be more than two years from the program start date.

Part III – Financial Information

Each program proposal must include a program budget that includes all sources of funding and all anticipated expenditures. The information provided in the budget may be used during a post-project audit.

Sources of Revenue: The budget must include the requested NAA funding and any other anticipated revenue sources.

NAA Funding Requested: Indicate the total amount your organization is requesting for its program.

This amount may not exceed the total proposed expenditures. Please note that the minimum NAA funding is \$250, with a maximum funding of \$150,000 per organization or agency per year.

Other Funding Sources: Provide a detailed description(s) and the amount(s) of all funding sources.

Proposed Program Expenditures: The budget must include a detailed description and the amount of all direct operating and administrative expenditures. **Expenditures must equal or exceed total funding.**

Direct Operating Expenses: Expenses include materials, equipment, wages, salaries, tuition fees, sub-contracting services, and any other expenses needed to administer the program.

Part IV – Municipal Information

This part is to be completed by the municipal agency overseeing implementation of the program.

Municipal Liaison: The municipality must designate an individual to serve as a liaison with the Department of Revenue Services (DRS) for all NAA matters.

Post-Project Audit: Any program receiving \$25,000 or more in NAA funding is required to provide a post-project audit, prepared by a certified public accounting firm, to the municipality overseeing the program, no later than three months after the program completion date.

Additional Information

See the *Guide to Connecticut Business Tax Credits* available on the DRS website at portal.ct.gov/DRS. E-mail any questions to NAAProgram@ct.gov or call **860-297-5687**, Monday through Friday, 8:30 a.m. to 4:30 p.m. for more information.

2023 NAA Program Proposal
Prudence Crandall Center, Inc.
Annual Appeal
Attachment 1

Part II, Program Information

Description of Program, Continued:

PCC is a nonprofit organization dedicated to providing comprehensive shelter, housing, and support services to individuals and families affected by domestic violence, as well as prevention education and outreach to the community at large. Our goal is to provide victims and their families with the support, services, and resources they need to heal and move forward from the physical, emotional, and financial impacts of domestic abuse. Through our education and prevention efforts, our goal is to engage the entire community in our efforts to better identify and respond to domestic and teen dating violence, to stop the violence before it begins, promote healthy relationships, and make our communities safer for all.

Our broad array of services is designed to address the immediate and long-term needs of victims of domestic violence and their children include: a crisis counseling and safety planning; 22 bed emergency safe shelter with 24/7 staffing; advocacy, information, and referrals; individual and group counseling; children's services; court-based victim advocates; case management; 28 units of transitional and permanent supportive housing; rapid re-housing; and community education and prevention services.

PCC is the only domestic violence agency serving the communities of New Britain, **Berlin**, Bristol, Burlington, Kensington, Plainville, Plymouth, Southington, and Terryville. While domestic violence impacts all socio-economic groups, the great majority of our direct service clients are low-income. PCC is held to a rigorous set of 82 standards and monitored biannually by the Connecticut Coalition Against Domestic Violence (CCADV). The impact of our services is measured through client surveys, staff notes, and statistics (as appropriate) compiled using a database system, specifically designed by CCADV for use by domestic violence agencies.

Need for Program, Continued:

The Covid-19 pandemic shed light on the "shadow pandemic" of domestic violence, a public health crisis that impacts 1 in 4 women, 1 in 7 men, and 1 in 3 dating teens. With limited or no resources or options, low-income victims and children isolated in abusive homes were disproportionately impacted. For the past 3 years we've and we've experienced an increased need for emergency shelter and all other domestic violence services. As a result, we are

- Continuing to provide hotel rooms when the need for shelter exceeds our capacity.
- Adding a full-time case manager and part-time shelter staff
- Doubling our staffing geared toward the special needs of the children and teens who've been who've experienced both violence at home and the isolation and increased anxiety impacts of the pandemic.
- Applying for and receiving special HUD funding to offer a new, combined transitional and rapid re-housing services, the only such program to be awarded in our state.
- Adding a full-time Rapid Re-Housing Coordinator, so that our housing programs will serve a min. of 63 survivors and children served each year.
- opening a new satellite office in downtown Bristol to improve access to counseling, housing placement, DV education, and children's services for all within our 9-town catchment.

2023 NAA Program Proposal
Prudence Crandall Center, Inc.
Annual Appeal
Attachment 1

Leaving a violent home and entering shelter is, unfortunately, only the first step. Low-income victims and children need on-going, coordinated, wrap-around support services to move forward from the complex emotional, physical, financial, and legal impacts of domestic abuse. Emotional trauma runs deep, especially for children and youth impacted by the isolation of the pandemic and domestic violence at home. And while emergency shelter is life-saving and vital, it's temporary. Victims and children need stability and support, including continuing services and long-term homes of their own, to not only survive, but thrive, after a life of abuse.

In a multi-state study, victims cited safety, housing, information, emotional support, and help for their children as their primary needs upon entering domestic violence shelters. The study found that domestic violence shelters offering a complex array of services to victims of abuse and their children (e.g., counseling, housing, and legal assistance) address compelling needs that cannot be met elsewhere. Without these services, survivors report they would face continued abuse, homelessness, loss of their children or lives, or other dire consequences (Meeting Survivors' Needs: A Multi-State Study of Domestic Violence Experiences).

Unfortunately, the need for emergency safe shelter for victims of domestic violence in our region continues to grow. Over the past several years, our shelter and housing programs have operated at or over capacity, as have other programs throughout the state. At the same time, our court-based victim advocates serve on average 2,500 or more victims of family violence crimes every year.

Program Implementation continued:

PCC is supported by a dedicated, 15-member board of directors reflecting leadership, professional, and industry experience critical to the effective management and oversight of the organization. Other employees involved in implementation of services are:

- Rebecca Lemanski, Chief Operating Officer: responsible for directing DV services and program management;
- Carolyn Jasper, Chief Development Officer: responsible for agency's communications, outreach, and fund-raising efforts;
- Bari Ritter, Counseling Services Manager: responsible for providing direct services and supervising counseling staff;
- TBD, Director of Residential Services: responsible for emergency shelter & supportive housing programs & staff;
- Danielle DeRosier, Senior Director of Community Programs: responsible for training programs, community outreach, awareness raising, education, and prevention programs, and events.

We are fortunate to have a long history of collaboration with the local governments, police, courts, schools, social service agencies, healthcare and other service providers with whom we work daily to meet the complex needs of our clients. At all times, we leverage community resources to improve outcomes for our clients and avoid duplication of services.

Form **8879-EO****IRS e-file Signature Authorization
for an Exempt Organization**

OMB No. 1545-0047

For calendar year 2020, or fiscal year beginning JUL 1, 2020, and ending JUN 30, 2021**2020**Department of the Treasury
Internal Revenue Service

▶ Do not send to the IRS. Keep for your records.

▶ Go to www.irs.gov/Form8879EO for the latest information.

Name of exempt organization or person subject to tax

Taxpayer identification number

PRUDENCE CRANDALL CENTER, INC.**06-0968557**

Name and title of officer or person subject to tax

BARBARA DAMON**PRESIDENT & CEO****Part I Type of Return and Return Information** (Whole Dollars Only)

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line 1a, 2a, 3a, 4a, 5a, 6a, or 7a below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, 5b, 6b, or 7b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than one line in Part I.

1a Form 990 check here ▶ <input checked="" type="checkbox"/>	b Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b <u>3,130,450.</u>
2a Form 990-EZ check here ▶ <input type="checkbox"/>	b Total revenue, if any (Form 990-EZ, line 9)	2b
3a Form 1120-POL check here ▶ <input type="checkbox"/>	b Total tax (Form 1120-POL, line 22)	3b
4a Form 990-PF check here ▶ <input type="checkbox"/>	b Tax based on investment income (Form 990-PF, Part VI, line 5)	4b
5a Form 8868 check here ▶ <input type="checkbox"/>	b Balance due (Form 8868, line 3c)	5b
6a Form 990-T check here ▶ <input type="checkbox"/>	b Total tax (Form 990-T, Part III, line 4)	6b
7a Form 4720 check here ▶ <input type="checkbox"/>	b Total tax (Form 4720, Part III, line 1)	7b

Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that ☒ I am an officer of the above organization or ☐ I am a person subject to tax with respect to (name of organization) _____, (EIN) _____ and that I have examined a copy

of the 2020 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

☒ I authorize **MARCUM LLP** to enter my PIN **68557**
ERO firm name Enter five numbers, but do not enter all zeros

as my signature on the tax year 2020 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

☐ As an officer or person subject to tax with respect to the organization, I will enter my PIN as my signature on the tax year 2020 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax ▶

Date ▶

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

04826670668

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2020 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.**

ERO's signature ▶ _____ Date ▶ **11/08/21**

ERO Must Retain This Form - See Instructions
Do Not Submit This Form to the IRS Unless Requested To Do So

LHA For Paperwork Reduction Act Notice, see instructions.

Form **8879-EO** (2020)

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form as it may be made public.

▶ Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2020Open to Public
Inspection**A** For the 2020 calendar year, or tax year beginning **JUL 1, 2020** and ending **JUN 30, 2021****B** Check if applicable:

- ☐ Address change
☐ Name change
☐ Initial return
☐ Final return/terminated
☐ Amended return
☐ Application pending

C Name of organization**PRUDENCE CRANDALL CENTER, INC.**

Doing business as

Number and street (or P.O. box if mail is not delivered to street address) Room/suite

594 BURRITT STREET

City or town, state or province, country, and ZIP or foreign postal code

NEW BRITAIN, CT 06053**F** Name and address of principal officer: **BARBARA DAMON****SAME AS C ABOVE****D** Employer identification number**06-0968557****E** Telephone number**860-225-5187****G** Gross receipts \$ **3,130,450.****H(a)** Is this a group return for subordinates? ☐ Yes ☒ No**H(b)** Are all subordinates included? ☐ Yes ☐ No
If "No," attach a list. See instructions**H(c)** Group exemption number ▶**I** Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) () (insert no.) ☐ 4947(a)(1) or ☐ 527**J** Website: **WWW.PRUDENCECRANDALL.ORG****K** Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other ▶**L** Year of formation: **1973** **M** State of legal domicile: **CT****Part I Summary**

Activities & Governance	1 Briefly describe the organization's mission or most significant activities: PRUDENCE CRANDALL CENTER, INC. (THE ORGANIZATION) IS A NONPROFIT ORGANIZATION FORMED FOR THE		
	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.		
	3 Number of voting members of the governing body (Part VI, line 1a)	3	17
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4	17
	5 Total number of individuals employed in calendar year 2020 (Part V, line 2a)	5	47
	6 Total number of volunteers (estimate if necessary)	6	30
Revenue	7a Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
	b Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0.
	8 Contributions and grants (Part VIII, line 1h)	Prior Year	Current Year
	9 Program service revenue (Part VIII, line 2g)	2,239,177.	3,087,703.
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	41,925.	37,934.
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	2,794.	2,590.
	12 Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	2,175.	2,223.
	13 Grants and similar amounts paid (Part IX, column (A), lines 1-3)	2,286,071.	3,130,450.
	14 Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
	Expenses	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	0.
16a Professional fundraising fees (Part IX, column (A), line 11e)		1,556,246.	1,675,751.
b Total fundraising expenses (Part IX, column (D), line 25) ▶ 110,357.		0.	0.
17 Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)		1,197,063.	1,479,390.
18 Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)		2,753,309.	3,155,141.
19 Revenue less expenses. Subtract line 18 from line 12		-467,238.	-24,691.
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	Beginning of Current Year	End of Year
	21 Total liabilities (Part X, line 26)	11,263,720.	11,251,780.
	22 Net assets or fund balances. Subtract line 21 from line 20	3,692,124.	3,684,126.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer		Date
	BARBARA DAMON, PRESIDENT & CEO		
Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date
	DOUGLAS FARRINGTON	DOUGLAS FARRINGTON	11/08/21
	Firm's name ▶ MARCUM LLP	Firm's EIN ▶ 11-1986323	Check if self-employed <input type="checkbox"/> PTIN P00370668
	Firm's address ▶ 53 STATE STREET BOSTON, MA 02109	Phone no. (617) 807-5000	

May the IRS discuss this return with the preparer shown above? See instructions ☒ Yes ☐ No



Municipality: Berlin

Form NAA-01

2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

Part I — General Information

Name of tax exempt organization/municipal agency: Kensington Congregational Church

Address: 312 Percival Avenue, Kensington, CT 06037

Federal Employer Identification Number: 06-0776617

Program title: Energy Conservation Upgrades-Window and Door Replacement

Name of contact person: Robert Baumann, Trustee

Telephone number: (860) 416-3922

Email address: baumannb123@gmail.com

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 24,500.00

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

☐

Yes

☒

No

If **Yes**, attach a copy of the **first page** of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

- ☒ Energy conservation; or
☐ Comprehensive college access loan forgiveness (see Conn. Gen. Stat. § 12-635(3)).

60% credit percentage

- ☐ Job training/education for unemployed persons aged 50 or over;
☐ Job training/education for persons with physical disabilities;
☐ Program serving low-income persons;
☐ Child care services;
☐ Establishment of a child day care facility;
☐ Open space acquisition fund; or
☐ Other (specify): _____

Description of program: _____

This project entails replacement of windows and doors of the Reeves Educational Center (185 Sheldon Street) on the campus of Kensington Congregational Church. The project will include removal of interior trim and existing single pane windows and installing 27 double-hung, insulated, and tinted glass replacement windows. Windows will meet all current State of CT nursery school requirements for safety glass and accessibility. Door replacement will include removal of all 6 exterior entrance doors and installing insulated exterior doors. Doors will meet all current State of CT nursery school requirements for safety and accessibility.

Need for program: _____

Approaching 70 years old, the Reeves Educational Center of Kensington Congregational Church was built in 1954. In addition to being used for church programs, this building is used by Kensington Nursery School five days a week for the entire school year. It has all original windows and doors which are not energy efficient. Completion of this project would provide for an environmentally enhanced building which would bring the exterior windows and doors up to current State of CT code requirements.

Neighborhood area to be served: _____

Kensington Congregational Church is the sole sponsor of Kensington Nursery School, a state licensed preschool which has been operating its program at Kensington Congregational Church in its Reeves Educational Center since 1972. This family centered, State of CT licensed, nursery school serves 35-40 children aged 2-5 and their families from Berlin/Kensington and surrounding communities each year. This outreach program is just one of the many ways that Kensington Congregational Church remains vital in Berlin/Kensington as well as to neighboring communities including New Britain and Southington.

Plan to implement the program: _____

The program will begin at the end of the school year in June with the intent for all construction to be completed before the start of the new school year in late August. It will include removal of existing windows and doors to be upgraded to energy efficient replacements. The project will be overseen and administered by the church Board of Trustees.

Timetable:

Program start date: 06/01/2023
MM - DD - YYYY

Program completion date: 08/01/2023
MM - DD - YYYY

Post-project audit due date: _____
MM - DD - YYYY

The program start date must not be more than two years prior to the program completion date. Any program receiving \$25,000 or more in NAA funding is required to provide a post-project audit, prepared by a certified public accounting firm, to the municipality overseeing the program, no later than three months after the program completion date.

Part III — Financial Information

Program Budget:

Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:

NAA funds requested	\$24,500.00
Other funding sources - itemized sources:	
a) <u>Endowment funds will be utilized for any unfunded costs</u>	
b) _____	
c) _____	
d) _____	

Total Funding:

Proposed Program Expenditures:

Direct operating expenses - itemized description:	
a) <u>Window Rlacement (see attached quote)</u>	<u>\$17,000.00</u>
b) <u>Door Replacement (see attached quote)</u>	<u>\$7,500.00</u>
c) _____	_____
d) _____	_____
Administrative expenses - itemized description:	
a) <u>None as will be administered by volunteers</u>	_____
b) _____	_____
c) _____	_____
d) _____	_____
Proposed Expenditures:	\$24,500.00

Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program:	_____
	<u>Town of Berlin</u>
Mailing address:	<u>240 Kensington Road Berlin, CT 06037</u>

Name of municipal liaison:	<u>Arosha Jayawickrema</u>
Telephone number:	<u>860-828-7003</u>
Fax number:	<u>860-828-7068</u>
Email address:	<u>ajayawickrema@berlinct.gov</u>

Post-Project Audit
Is a post-project audit required for this proposal?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes , date post-project audit due:

Date

2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions

Complete all items on **Form NAA-01, 2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal**. Incomplete applications will **not** be accepted. For where to direct inquiries, see *Additional Information* below.

Part I — General Information

Enter the name of the tax exempt organization or municipal agency, address, Federal Employer Identification Number, and email address.

Program Title: Assign a unique program title to each program for which your organization is making an application.

Federal Form 990: Attach a copy of the first page of your organization's most recent federal Form 990 or Form 990EZ. If your organization is not required to file either Form 990 or Form 990EZ, attach a copy of the determination letter from the Internal Revenue Service.

Part II — Program Information

Description of Program: Describe the program, including information about how the program will operate, its benefit to the community, how recipients will be selected, and any measures used to determine the program's impact on the community.

Need for Program: Demonstrate a need for this program. For example, provide relevant statistics.

Neighborhood Area to Be Served: Describe the neighborhood or municipality this program will serve.

Plan to implement the program: Describe how the program will operate. Identify other persons or organizations involved in the administration of the program.

Timetable: Indicate the starting and completion dates of the program. The program completion date must not be more than two years from the program start date.

Part III — Financial Information

Each program proposal must include a program budget that includes all sources of funding and all anticipated expenditures. The information provided in the budget may be used during a post-project audit.

Sources of Revenue: The budget must include the requested NAA funding and any other anticipated revenue sources.

NAA Funding Requested: Indicate the total amount your organization is requesting for its program.

This amount may not exceed the total proposed expenditures. Please note that the minimum NAA funding is \$250, with a maximum funding of \$150,000 per organization or agency per year.

Other Funding Sources: Provide a detailed description(s) and the amount(s) of all funding sources.

Proposed Program Expenditures: The budget must include a detailed description and the amount of all direct operating and administrative expenditures. **Expenditures must equal or exceed total funding.**

Direct Operating Expenses: Expenses include materials, equipment, wages, salaries, tuition fees, sub-contracting services, and any other expenses needed to administer the program.

Part IV — Municipal Information

This part is to be completed by the municipal agency overseeing implementation of the program.

Municipal Liaison: The municipality must designate an individual to serve as a liaison with the Department of Revenue Services (DRS) for all NAA matters.

Post-Project Audit: Any program receiving \$25,000 or more in NAA funding is required to provide a post-project audit, prepared by a certified public accounting firm, to the municipality overseeing the program, no later than three months after the program completion date.

Additional Information

See the *Guide to Connecticut Business Tax Credits* available on the DRS website at portal.ct.gov/DRS. E-mail any questions to NAAProgram@ct.gov or call **860-297-5687**, Monday through Friday, 8:30 a.m. to 4:30 p.m. for more information.

RHIII, LLC

23 Mountain view dr
Rocky hill, CT 06067 US
hansenr1990@gmail.com

Estimate

ADDRESS

185 Sheldon Street, Berlin, CT

ESTIMATE # 1106

DATE 01/05/2023

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Window replacement		1	17,000.00	17,000.00

RO Size: 36.25" X 52" Unit Size: 35.75" X 51.5"

SUBTOTAL

17,000.00

Glazing Type - Insulated, Glass Tint - Clear, Low-E, Argon Gas, Glass Strength - DSB

TAX

0.00

TOTAL

\$17,000.00

*** GRILLES ***

Grille Type - GBG, Grille Thickness/Style - 5/8" Flat, Grille Pattern - Colonial

Bottom Glass: Number Wide - 3, Number High - 2

Top Glass: Number Wide - 3, Number High - 2

*** SCREEN ***

Screen - Extruded Half, Screen Mesh Type - Clarity, Latching Screen

*** WRAPPING **Row 1 1555 Double Hung - Vent - 1 Units - 35.75W x 51.5H *** DIMENSIONS ***

35.75W x 51.5H

*** FRAME ***

East, Vinyl, Frame Type - Finless, Glass Breakage Warranty, Head Expander, Sill Adapter, Exterior Color - White

Removal of interior trim and existing windows, Installing 27

Replacement windows and interior trim. Old windows and debris will be taken away off site. This quote is for labor and material.

Accepted By

Accepted Date

RHIII, LLC

23 Mountain view dr
Rocky hill, CT 06067 US
hansenr1990@gmail.com

Estimate

ADDRESS

Reeves Center
185 Sheldon Street, Berlin, CT

ESTIMATE # 1122

DATE 02/16/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Door replacement		1	7,500.00	7,500.00T

Removing and installing 6 new construction doors

SUBTOTAL

7,500.00

TAX

476.25

TOTAL

\$7,976.25

Accepted By

Accepted Date



February 8, 2017

Congregational UCC
312 Percival Ave.
Kensington, CT 06037

To Whom It May Concern:

This is to inform you that Congregational UCC, 312 Percival Ave. Kensington, CT 06037 is in the 2016 Yearbook of the United Church of Christ on page 111 of the denomination known as the United Church of Christ. A copy of the current Yearbook page which includes this church is attached for your reference.

The denomination of which the organization named above is a member, carries a group exemption under 501(c)(3). The group exemption number is 1665 and the denomination carries tax identification number 13-1957221. The organization named above is responsible for any and all payroll or other tax reporting and filings under its own separate tax identification number.

In the attached letter which confirms the group exemption, it is held that the conferences, associations, synods, councils, and educational, charitable and religious organizations listed in the Yearbook are exempt from federal income tax as organizations described in Section 501(c)(3) of the Internal Revenue Code of 1954. Currently, the United Church of Christ does not provide annual Yearbook information to the IRS in compliance with page three, item one of the ruling per the second attached letter, dated June 30, 2006 which states: "Because you are a church organization, you are not required to submit the annual updates to your subordinate listing." Annual updates to the attached letters are not required.

Should you have any additional questions or concerns, please feel free to contact me at 216-736-3206 or via e-mail at Kiernoza@ucc.org.

Sincerely,

A handwritten signature in cursive script, appearing to read "Ann M. Kiernozeck".

Ann M. Kiernozeck
Controller,
Wider Church Ministries & Local Church Ministries

Attachments

KENNINGTON													
Congregational UCC 312 Percival Ave Kennington, CT 06037 PHONE: (860)829-4511 http://www.kenningtoncc.org	ID: 1110 ASSN: 100	1712	O H Robinson, P G McCann, CE A M Humes, PE	08 07 99	600	115	23	9	\$3,000	\$3,517	\$6,517	\$9,455	\$282,220
KENT													
The First Congregational Church UCC PO Box 306 Kent, CT 06757 PHONE: (860)927-3335 http://www.fccolhamct.org	ID: 1120 ASSN: 124	1741	M M Keck, P	94	182	60	5	5	\$11,400	\$2,144	\$13,544	\$79,518	\$168,652
KILLINGWORTH													
Congregational UCC 273 Route 81 Killingworth, CT 06419 PHONE: (860)563-1789 http://www.killingworthchurch.org/	ID: 1140 ASSN: 132	1738	M Bays, P	09	243	77	10	45	\$4,300	\$559	\$4,859	\$3,095	\$154,173
LEBANON													
First Congregational UCC PO Box 125 Lebanon, CT 06249 PHONE: (860)542-6179 http://www.lebanonfirstcongreg.org	ID: 1150 ASSN: 148	1700	R J Wright Jr., IN	15	305	83	9	12	\$6,000	\$2,819	\$8,819	\$7,245	\$144,500
LEDYARD													
First Congregational UCC 722 Colonial Ledyard Hwy Ledyard, CT 06339 PHONE: (860)454-5926 http://ledyardcongregational.org/	ID: 1170 ASSN: 146	1725	C A Grant, P	10	289	77		2	\$3,000	\$2,042	\$5,042	\$559	\$165,256
LISBON													
Newent Congregational UCC 12 S Burnham Hwy Lisbon, CT 06351 PHONE: (860)376-9153	ID: 1180 ASSN: 148	1723	J Carboni, SU	07	108	45				\$60	\$60		\$28,000
LITCHFIELD													
First Congregational UCC PO Box 386 Litchfield, CT 06759 PHONE: (860)567-8705 http://www.fcclichfield.com/	ID: 1190 ASSN: 128	1721	B Bergalk, SP	15	604	125	10	5	\$5,000	\$1,639	\$6,639	\$17,563	\$327,563

OGDEN UT 84201-0038

In reply refer to: 0441970785
Mar. 23, 2011 LTR 4168C E0
13-1957221 000000 00
00029704
BODC: TE

UNITED CHURCH OF CHRIST
700 PROSPECT AVE E
CLEVELAND OH 44115-1100



013419

Employer Identification Number: 13-1957221
Person to Contact: EO Accounts
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Mar. 14, 2011, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in June 1964.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(i).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

Mar. 23, 2011 LTR 4168C E0
13-1957221 000000 00
0441970785
00029705

UNITED CHURCH OF CHRIST
700 PROSPECT AVE E
CLEVELAND OH 44115-1100

If you have any questions, please call us at the telephone number
shown in the heading of this letter.

Sincerely yours,



Rita A. Leete
Accounts Management II



U.S. TREASURY DEPARTMENT
INTERNAL REVENUE SERVICE
WASHINGTON, D.C. 20224

JUN 1 1964

IN REPLY REFER TO
T:R:EO:4
CSG

United Church of Christ
Seventh Floor
297 Park Avenue South
New York 10, New York

Gentlemen:

This has further reference to the information submitted for use in issuing a group ruling holding you and your conferences, associations, synods, councils and educational, charitable and religious organizations exempt from Federal income tax as organizations described in section 501(c)(3) of the Internal Revenue Code of 1954.

The information presented shows that you were formed as a merger of the Evangelical and Reformed Church and the General Council of the Congregational and Christian Churches. This merger became effective on July 4, 1961, the date your constitution and bylaws were declared in force.

In a ruling dated January 14, 1953, the Evangelical and Reformed Church was held exempt from Federal income tax under the provisions of section 101(6) of the 1939 Code, which corresponds to section 501(c)(3) of the 1954 Code. In a group ruling dated March 23, 1956, it was held that the affiliated synods and churches listed in the 1956 Evangelical and Reformed Church Yearbook, which are located in the United States, its territories and possessions, are exempt from Federal income tax as organizations described in section 501(c)(3) of the 1954 Code. The latest supplemental group ruling was issued on April 8, 1960. The General Council of the Congregational and Christian Churches was held exempt from Federal income tax under the provisions of section 101(6) of the Revenue Act of 1936, in a ruling dated December 15, 1935.

In a conference held in this office on October 23, 1963, your authorized representative, Mr. Loren T. Wood, asked that the request for a group ruling, both on a national and conference basis, be withdrawn. Inasmuch as we have not received

confirmation of the request for withdrawal, we have further considered the matter and we believe that a group ruling covering the Evangelical and Reformed Churches and those Congregational Christian Churches which voted to join you may be issued.

Based upon the information presented, it is held that you and the conferences, associations, synods, councils, and educational, charitable and religious organizations listed in your 1963 Yearbook are exempt from Federal income tax as organizations described in section 501(c)(3) of the Internal Revenue Code of 1954, as it is shown that you and your listed conferences, associations, synods, councils, and educational, charitable and religious organizations are organized and operated exclusively for religious, charitable and educational purposes.

You and your listed conferences, associations, synods, councils, and educational, charitable and religious organizations are not required to file Federal income tax returns so long as you and your listed conferences, associations, synods, councils, and educational, charitable and religious organizations retain a tax exempt status.

It will not be necessary for you and your listed conferences, associations, synods, councils, and educational, charitable, and religious organizations to file the annual return of information, Form 990-A, generally required of organizations exempt under section 501(c)(3) of the Code, as you and your listed conferences, associations, synods, councils, and educational, charitable and religious organizations come within the specific exceptions contained in section 6033(a) of the Code.

Contributions made to you and to your listed conferences, associations, synods, councils, and educational, charitable and religious organizations are deductible by donors as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to or for the use of you and your listed conferences, associations, synods, councils, and educational, charitable and religious organizations are deductible for Federal estate and gift tax purposes as provided in sections 2055, 2106 and 2522 of the Code.

You and your listed conferences, associations, synods, councils, and educational, charitable and religious organizations are not liable for the taxes imposed under the Federal Insurance Contributions Act (social security taxes) unless waiver of exemption certificates are, or have been, filed as provided by that Act. Inquiries about the waiver of exemption certificates should be addressed to your District Director. You and your listed conferences, associations, synods, councils, and educational, charitable and religious organizations are not liable for the tax imposed under the Federal Unemployment Tax Act.

Please send us the following information annually not later than 45 days after the close of your annual accounting period.

1. Lists showing the names and mailing addresses of your new conferences, associations, synods, councils, and educational, charitable and religious organizations and the names and addresses of any conferences, associations, synods, councils, and educational, charitable and religious organizations which have ceased to exist or have changed their names or addresses. The names should be arranged in alphabetical order. In lieu of the lists referred to above you may furnish us a copy of your published directory. Please send one copy for each district in which your conferences, associations, synods, councils, and educational, charitable and religious organizations are located.

2. A statement signed by one of your principal officers stating whether or not the information upon which your original group ruling was based is applicable in all respects to the new conferences, associations, synods, councils, and educational, charitable and religious organizations.

3. A statement if, at the close of the year, there were no changes in your roster.

-4-

United Church of Christ

4. A statement of any changes in the character, purposes or method of operation of your organization or those of your conferences, associations, synods, councils, and educational, charitable and religious organizations.

5. Duplicate copies of amendments to charters or bylaws of your organizations or those of any of your conferences, associations, synods, councils, and educational, charitable and religious organizations.

This ruling is not applicable to those Congregational Christian Churches listed in your 1963 Yearbook under Schedule I which have not voted or which have abstained from voting on the merger and those under Schedule II which have voted not to be a part of the United Church of Christ.

Your tax exempt status and that of your conferences, associations, synods, councils, and educational, charitable and religious organizations is predicated on the understanding that upon dissolution all of your assets and those of your conferences, associations, synods, councils, and educational, charitable and religious organizations shall be distributed to organizations organized and operated exclusively for educational, charitable or religious purposes.

The ruling of January 14, 1953, holding the Evangelical and Reformed Church exempt under section 101(6) of the 1939 Code, the group ruling of March 23, 1956, and subsequent supplemental group rulings, holding its listed affiliated synods and churches exempt as organizations described in section 501(c)(3) of the 1954 Code, and the ruling of December 16, 1955, holding the General Council of Congregational and Christian Churches exempt under section 101(6) of the Revenue Act of 1936, are terminated as of July 4, 1961, the date the merger between those organizations became effective.

United Church of Christ

-5-

The District Directors concerned are being notified.

Very truly yours,

R. J. Stekem

Chief, Exempt Organizations Branch



STATE OF CONNECTICUT
DEPARTMENT OF REVENUE SERVICES
25 Sigourney Street, Hartford, CT 06106



TAX EXEMPTION PERMIT ISSUED UNDER
THE SALES AND USE TAXES ACT

In accordance with the provisions of the Sales and Use Taxes Act and the regulations thereunder, it is hereby certified that the charitable or religious organization named below is exempt from all sales and use taxes on purchases of tangible personal property made by it for the sole and exclusive purposes of the organizations.

Kensington Congregational Church
United Church of Christ
312 Percival Ave.
Kensington, CT 06037

Permit No. E. - 01456

Date Issued DUPLICATE

2-26-96

This permit is NOT assignable or transferrable

GENE GAVIN, Commissioner of Revenue Services



Municipality: Berlin

Form NAA-01

2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal

This form **must** be completed and submitted to your municipality for approval. All items **must** be completed with as much detail as possible. If additional space is needed, attach additional sheets. Please type or print clearly. See attached instructions before completing. **Do not submit this form directly to the Department of Revenue Services.**

Part I — General Information

Name of tax exempt organization/municipal agency: _____

Friends of the Worthington Meeting House, Inc.

Address: P.O.Box 8192

Federal Employer Identification Number: 20-2366065

Program title: Worthington Meeting House

Name of contact person: Lorraine Stub

Telephone number: (860) 828-5281

Email address: FOWMHINC@gmail.com

Total NAA funding requested (\$250 minimum, \$150,000 maximum): \$ 146,600.00

Is your organization required to file federal Form 990 or 990EZ, Return of Organization Exempt from Income Tax?

☐ Yes ☒ No

If **Yes**, attach a copy of the **first page** of your most recent return.

If **No**, attach a copy of your determination letter from the U.S. Treasury Department, Internal Revenue Service.

Part II — Program Information

Check the appropriate description of your program:

100% credit percentage

- ☐ Energy conservation; or
☐ Comprehensive college access loan forgiveness (see Conn. Gen. Stat. § 12-635(3)).

60% credit percentage

- ☐ Job training/education for unemployed persons aged 50 or over;
☐ Job training/education for persons with physical disabilities;
☐ Program serving low-income persons;
☐ Child care services;
☐ Establishment of a child day care facility;
☐ Open space acquisition fund; or
☒ Other (specify): Restoration work on Worthington Meeting House and Worthington School cupola

Description of program:

- Obtain full construction plans for the remaining restoration and adaptive reuse of the Worthington Meeting House at 723 Worthington Ridge
- Repaint siding and trim of the exterior of the Worthington Meeting House
- Restoration of the Worthington School Cupola to be used as a historic feature on the grounds of the meeting house.

Need for program:

The meeting house building deserves to be adaptively reused. It has been a part of Berlin for almost 250 years and was adaptively reused for generations. It is our last remaining historic PUBLIC building, and is ideally suited to promote the history of our town. The public has been donating in good faith that the plan for it to be a history museum and community cultural center will be realized. After losing other public buildings, this project would restore faith that the town cares about its heritage. Berlin Historical Society Museum needs a building with proper HVAC systems to preserve a collection of over 4000 items. The existing town owned museum building needs major repairs that necessitate the museum's removal from the building. See attached.

Neighborhood area to be served:

Primarily the Town of Berlin and Central Connecticut area. The meeting house (combined with the Historical Society owned property behind it) will be an attraction for our town. The meeting house is in Berlin's Historic District. Towns that preserve and promote historic properties are more desirable places to live and have greater appeal for visitors. The building will provide meeting room and event space to be shared by Berlin Historical Society and by other community organizations.

Plan to implement the program:

FOWMH needs the town to be an active partner in the project. In order to move forward it is essential that full construction plans be completed. The two other requests will help show the project is moving forward. The meeting house was last painted in 2005 and the exterior trim and siding need to be repainted to preserve the wood, and keep the building from looking abandoned. Restoration of the cupola is very important to those with a memory of when the building was Worthington School. It is a unique part of the building's history and our vision is that it be a feature on the lawn and a marketing symbol for the project when we celebrate the building's 250th anniversary 2024-2025.

Timetable:Program start date: 09/01/2023
MM - DD - YYYYProgram completion date: 09/01/2025
MM - DD - YYYYPost-project audit due date: 12/01/2025
MM - DD - YYYY

The program start date must not be more than two years prior to the program completion date.

Any program receiving \$25,000 or more in NAA funding is required to provide a post-project audit, prepared by a certified public accounting firm, to the municipality overseeing the program, no later than three months after the program completion date.

Part III — Financial Information**Program Budget:**

Complete in full. Expenditures must equal or exceed total funding.

Sources of Revenue:NAA funds requested \$146,600.00

Other funding sources - itemized sources:

a) Worthington Meeting House bonding balance account \$30,000.00

b) _____

c) _____

d) _____

Total Funding: _____**Proposed Program Expenditures:**

Direct operating expenses - itemized description:

a) Full construction plans \$60,000.00b) Cupola restoration \$20,000.00c) Repainting exterior siding and trim \$60,000.00

d) _____

Administrative expenses - itemized description:

a) bidding process \$6,600.00

b) _____

c) _____

d) _____

Total Proposed Expenditures: \$146,600.00

Part IV — Municipal Information

To be completed by the municipal agency overseeing implementation of the program

Name of municipal agency overseeing implementation of the program:	_____
	<u>Town of Berlin</u>
Mailing address:	<u>240 Kensington Road Berlin, CT 06037</u>

Name of municipal liaison:	<u>Arosha Jayawickrema</u>
Telephone number:	<u>860-828-7003</u>
Fax number:	<u>860-828-7068</u>
Email address:	<u>ajayawickrema@berlinct.gov</u>

Post-Project Audit

Is a post-project audit required for this proposal?

☐ Yes

☐ No

If Yes, date post-project audit due:

Date

2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal Instructions

Complete all items on **Form NAA-01, 2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal**. Incomplete applications will **not** be accepted. For where to direct inquiries, see *Additional Information* below.

Part I — General Information

Enter the name of the tax exempt organization or municipal agency, address, Federal Employer Identification Number, and email address.

Program Title: Assign a unique program title to each program for which your organization is making an application.

Federal Form 990: Attach a copy of the first page of your organization's most recent federal Form 990 or Form 990EZ. If your organization is not required to file either Form 990 or Form 990EZ, attach a copy of the determination letter from the Internal Revenue Service.

Part II — Program Information

Description of Program: Describe the program, including information about how the program will operate, its benefit to the community, how recipients will be selected, and any measures used to determine the program's impact on the community.

Need for Program: Demonstrate a need for this program. For example, provide relevant statistics.

Neighborhood Area to Be Served: Describe the neighborhood or municipality this program will serve.

Plan to implement the program: Describe how the program will operate. Identify other persons or organizations involved in the administration of the program.

Timetable: Indicate the starting and completion dates of the program. The program completion date must not be more than two years from the program start date.

Part III — Financial Information

Each program proposal must include a program budget that includes all sources of funding and all anticipated expenditures. The information provided in the budget may be used during a post-project audit.

Sources of Revenue: The budget must include the requested NAA funding and any other anticipated revenue sources.

NAA Funding Requested: Indicate the total amount your organization is requesting for its program.

This amount may not exceed the total proposed expenditures. Please note that the minimum NAA funding is \$250, with a maximum funding of \$150,000 per organization or agency per year.

Other Funding Sources: Provide a detailed description(s) and the amount(s) of all funding sources.

Proposed Program Expenditures: The budget must include a detailed description and the amount of all direct operating and administrative expenditures. **Expenditures must equal or exceed total funding.**

Direct Operating Expenses: Expenses include materials, equipment, wages, salaries, tuition fees, sub-contracting services, and any other expenses needed to administer the program.

Part IV — Municipal Information

This part is to be completed by the municipal agency overseeing implementation of the program.

Municipal Liaison: The municipality must designate an individual to serve as a liaison with the Department of Revenue Services (DRS) for all NAA matters.

Post-Project Audit: Any program receiving \$25,000 or more in NAA funding is required to provide a post-project audit, prepared by a certified public accounting firm, to the municipality overseeing the program, no later than three months after the program completion date.

Additional Information

See the *Guide to Connecticut Business Tax Credits* available on the DRS website at portal.ct.gov/DRS. E-mail any questions to NAAProgram@ct.gov or call **860-297-5687**, Monday through Friday, 8:30 a.m. to 4:30 p.m. for more information.

2023 Connecticut Neighborhood Assistance Act (NAA) Program Proposal – addendum

Project: Worthington Meeting House

Submitted by: Friends of Worthington Meeting House

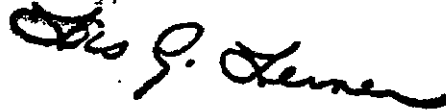
Need for Program continued:

The town also needs more meeting room/program/event space for local organizations.
Also, Berlin needs more attractions that will draw visitors here.

FRIENDS OF THE WORTHINGTON MEETING

funds will be used for section 501(c)(3) purposes.

Sincerely,

A handwritten signature in dark ink, appearing to read "Lois G. Lerner". The signature is fluid and cursive, with the first name "Lois" being more prominent.

Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Enclosures: Information for Organizations Exempt Under Section 501(c)(3)

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

AUG 10 2005

FRIENDS OF THE WORTHINGTON MEETING
HOUSE INC
C/O ROY WISEMAN
121 SUNSET LN
BERLIN, CT 06037

Employer Identification Number:
20-2366065

DLN:

17053208016005

Contact Person:

JOAN C KISER

ID# 31217

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

DECEMBER 31

Public Charity Status:

170(b)(1)(A)(vi)

Form 990 Required:

YES

Effective Date of Exemption:

DECEMBER 16, 2004

Contribution Deductibility:

YES

Advance Ruling Ending Date:

DECEMBER 31, 2008

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

If you distribute funds to other organizations, your records must show whether they are exempt under section 501(c)(3). In cases where the recipient organization is not exempt under section 501(c)(3), you must have evidence the

Letter 1045 (DO/CG)

Join Zoom Meeting

<https://berlinct-gov.zoom.us/j/85341166091?pwd=SVZQeE5yd0RRMVVTRFJqZ3VzaGszUT09>

Meeting ID: 853 4116 6091

Passcode: 746317

One tap mobile

+1-305-224-1968

**TOWN OF BERLIN
TOWN COUNCIL MEETING
Tuesday, May 16, 2023
Town Council Chambers (in person)
Remote Meeting
7:00 P.M.**

A. CALL TO ORDER:

Mayor Kaczynski called the Town Council Meeting to order at 7:00 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL:

Those in attendance were:	Councilor Sandra Coppola Councilor Casey Foster Mayor Mark Kaczynski Councilor Charles Paonessa Councilor Donna Risolo – <i>via Zoom</i> Councilor Peter Rosso Councilor Donna Veach – <i>via Zoom/joined by phone at 7:55 p.m./in person at 8:46 p.m.</i>
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Also in attendance:	Town Manager Aroscha Jayawickrema Corporation Counsel Jeffrey Donofrio
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D. AUDIENCE OF CITIZENS:

Kathy O'Donnell-Moss, 80 Brandegee Lane – Ms. O'Donnell-Moss stated that there have been ongoing speeding issues on Brandegee Lane along with loitering occurring on the cul-de-sac at the end of the street near the baseball field. Instances of vaping, doing drugs, dealing drugs, having sex, and littering have frequently been occurring.

The Town has provided trash cans and signs regarding loitering, but the problems have continued. Ms. O'Donnell-Moss has filed a formal complaint and made many calls to the police but by the time officers arrive the parties have already left. She understands that there is a shortage of police officers but the problems on her street have gotten significantly worse and suggests better lighting or cameras to discourage the illegal activities.

Ms. O'Donnell-Moss read a letter from **Chris and Mary Johnson of 69 Brandegee Lane** who are concerned with speeding on their street.

Christi Sullivan, 6 Woodbine Court – Ms. Sullivan stated she has lived on the corner of Brandegee Lane for over 35 years. She is requesting that a light be installed in the parking area at the end of Brandegee Lane as it has become an area of drug and sexual activity occurring on a regular basis. The neighborhood is home to many young children and the parking lot is near a playground and softball field and residents do not feel safe in their own neighborhood.

Ms. Sullivan read from a text she received from **Nick and Laurie Hauptfeld, 123 Brandegee Lane** where they stated that they have lived on the street for many decades. They hope that security measures can be put in place to keep their neighborhood safe.

Rachel Dzienis, 106 Brandegee Lane – Ms. Dzienis stated that she grew up on Brandegee Lane with family also living on the street. Since this parking lot has been placed at the end of the street it has become a place of illegal activity both day and night. The speeding has also gotten out of control. She has reached out to many departments within the Town suggesting items such as lighting or barricades be installed in the lot.

Ms. Dzienis read from a letter from **Megan Pelloth of 88 Brandegee Lane** stating that the issues with speeding on her street have intensified as the weather has gotten warmer and there are cars consistently parked in the lot. The widening and repaving of Brandegee Lane has exacerbated the issues on the street and she suggests that lighting, a gate, cameras, or speed bumps are easy and inexpensive solutions.

Scott Calderone, 59 Hudson Street – Mr. Calderone stated that his yard backs onto the parking area at the end of Brandegee Lane adding that he has lived there for 59 years, and this is the worst it has ever been in that area. He added that he used to be a police officer in town, and he estimates that cars are traveling up to 65 mph on the street.

The parking lot is very dark, and the Town needs to make it more unpleasant so that those using the lot for illegal activities will no longer want to use the area. He suggests a light be placed in the center of the parking lot as a first step to deter people from using the lot.

Tim Sullivan, 6 Woodbine Court – Mr. Sullivan stated that the Brandegee Lane parking lot has become a destination due to the darkness of the lot and unfortunately the Town contributed to this by turning the previous cul-de-sac into a large parking lot and not properly lighting it.

Brian Carvalho, 167 Hudson Street – Mr. Carvalho stated that his backyard borders the Brandegee Lane parking lot and the situation that others have described tonight has only gotten worse. Drug deals are taking place and liquor bottles and trash are being left in the lot. He believes lighting is essential and he does not understand why the parking area is left open after the sport season has ended as the problems in the parking lot are year-round.

Cornel Boudria, 115 Skinner Road – Mr. Boudria stated that he is advocating for Berlin schools, students, and teachers requesting that voters vote no on the upcoming Board of Education budget

referendum and choose “too low” on the advisory question. He added that school budget needs \$290,000 more to meet contractual obligations based on the BOE approved budget. Without this funding the district faces losing core instructional staff such as paraprofessionals, specialists, and interventionists.

Imelda Mongillo, 86 Devonshire Way – Ms. Mongillo thanked the Board of Finance for getting the Board of Education (BOE) budget to the 3.6% increase, but it is still a little bit short of the 4.3% needed to meet contractual obligations. She is hopeful that voters will vote no on the BOE budget stating that it is too low.

Donna Bovee, 85 Steepleview Drive – Ms. Bovee, Chair of the Parks and Recreation Commission, stated that she is present to review previous communications and thoughts regarding the Demore, Dinda, Bittner Jr Memorial Pool (DDB) in East Berlin. Misinformation was shared on a Facebook post, and she wanted to review and clarify the status of the pool and plans going forward.

In December 2022 it was communicated to the Town Council that the plan for the 2023 season was to open both Town pools assuming there was sufficient staffing. Unfortunately, of the five supervisors they had last year, one was promoted to Aquatics Director and two did not return due to other opportunities.

Staff continued to advertise through various resources however no one has applied for the supervisor positions other than the two returning staff. It was then determined that only Percival pool would be able to open this year with the two supervisors. This information was posted on the Town’s website and Facebook page. Unfortunately, the Berlin Citizen has not cooperated with sharing this information with residents.

The reason that Percival pool was chosen to remain open is that attendance there is three and a half times more than at the DDB pool. Percival is also bigger and in much better shape. The DDB pool also requires a number of repairs.

The Parks and Recreation Commission would like to hear from residents, especially those from East Berlin, regarding future usage of the DDB park. The Commission’s October meeting has been scheduled at Hubbard School for an open forum discussion, holding it then because effects of closing the pool this summer will be fresh at that time. Future options include repairs of the current pool, replacing the pool with a splash pad, a skate park, or pickleball courts.

Ms. Bovee encouraged residents to attend Parks and Recreation Commission meetings in person or via Zoom which are held on the second Thursday of each month.

E. MAYOR’S UPDATE:

Mayor Kaczynski stated that the second Budget Referendum will be held on May 23, 2023. The 3.6% increase to the Board of Education budget is the biggest given to them in about 15 years. The per pupil spending is a little over \$20,000 per pupil which is higher than towns such as Glastonbury, Newton, and other surrounding towns.

F. MEETING AGENDA: – Immediately Following the Mayor’s Update

G. CONSENT AGENDA:

1. Topic re: Transfer \$981.00, as detailed on the accompanying spreadsheet, to cover higher than budgeted expenditures in identified accounts. - Finance
2. Topic re: Accept monetary donations totaling \$1,693.86 and deposit \$962.38 into the friends of the library miscellaneous account for the purchase of library programs, program supplies and two museum pass renewals, and deposit \$11.48 into the friends of the library credit card account for library program supplies and deposit \$720.00 into the library agency account for the purchase of children’s books in memory of Susan K. Peak and for the general acquisition of books and move to accept the donation of a Kid Kraft doll house with an estimated value of \$50.00 to be added to the children’s play area and books with an estimated value of \$21.95 to be added to the appropriate department collection and a Pampered Chef springform cake pan set with an approximate value of \$32.00 to be utilized as an adult summer reading prize. – Berlin-Peck Memorial Library
3. Topic re: Approve donating/discarding two study carrels and one map stand from the adult department. Approximate total value of \$55.00. – Berlin-Peck Memorial Library
4. Topic re: Approve Berlin Dolphin Swim Team Booster Club to sell prepackaged food and beverages at Berlin Dolphin Swim Team home meets in 2023. – Parks and Recreation
5. Topic re: Approve acceptance of the donations to the fishing derbies in the amount of a \$200.00 donation from the Kiwanis Club of Berlin and a \$50.00 donation from the Berlin VFW Post 10732, for the Berlin Parks and Recreation Departments youth fishing derbies to be held on Saturday, April 22, and Saturday, April 29, 2023, at Sage Park Pond from 8:00 AM to 10:00 AM. – Parks and Recreation
6. Topic re: Approve Metro Swim Shop to sell swimsuits, caps, goggles, bungee cords, etc. on Thursday, June 22, 2023, at Percival Pool to participants on the Berlin Dolphin Swim Team and to waive the vendor fee of \$200.00. – Parks and Recreation
7. Topic re: Approve request by Saint Paul School to have field usage fees, not to exceed an amount of \$1,920 waived for the school soccer team practices at Percival Soccer Field for the spring 2023 season. – Parks and Recreation
8. Topic re: Approve permission for consumption of alcoholic beverages (BYOB) at Timberlin Park Pavilion for the Vincent Carbonell - SACC (Spanish American Cultural Club) annual picnic for approximately 45 people on Saturday, June 10, 2023, 10:00 a.m. to 6 p.m. A buffet style meal will be served. TULIP Insurance will be obtained. – Parks and Recreation
9. Topic re: Call a Town Meeting on June 6, 2023 @6:45 pm for the purpose of voting to accept the non-budgeted appropriation of the State of Connecticut Youth Services Bureau Grant in the amount of \$3421.00 for deposit in the Child and Youth Services revenue account and appropriate those funds to the Youth Grant expenditure account, subject to approval by the Board of Finance. – Youth Services

10. **Topic re: Approve the request of the Tyler Cop Foundation to waive all fees associated with having Berlin Police support at their 3 x 3 basketball tournament that was held on Sunday, April 2, 2023. The fee to be waived is \$395. – Town Manager**
11. **Topic re: Approve the request of the Kensington Congregational Church to waive all fees associated with having Berlin Police support at their “Festival on the Hill” on Saturday, June 10, 2023. The approximate fee to be waived is \$1,825. – Town Manager**
12. **Topic re: Approve the request of the Berlin Lions Club to waive the permit fee to strip & reside the Maintenance Building. The total amount of the fee to be waived is approximately \$225.00. – Building**
13. **Topic re: Approve the donation of a round of golf for four and two carts to be used as a raffle prize item during the Coach V Memorial Golf Tournament. Total Value of the donation is \$242. – Golf Course**
14. **Topic re: Approve the donation of a round of golf for four and two carts to be used as a raffle prize item during the 34th Annual Saint Paul Golf Open. Total Value of the donation is \$242. – Golf Course**
15. **Topic re: Approve the donation of a round of golf for four and two carts to be used as a raffle prize item during the 5th Annual Charity Miniature Golf Fundraiser. Total Value of the donation is \$242. – Golf Course**
16. **Topic re: Approve the addition of a Driving Range Membership for Junior Golfers on the proposed 2023 Golf Rate Schedule. The cost of the membership would be \$200 for the first child and \$100 for additional kid(s). – Golf Course**
17. **Topic re: Approve the request of the Griswold School Parents Club to waive all fees associated with having a Berlin Police Officer at Griswold School on Wednesday, March 1, 2023 during their Bingo event. The total amount of the fee to be waived is approximately \$291. – Town Manager**

Councilor Paonessa moved to accept the Consent Agenda as presented.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved to move Agenda Item #2 to Item #1.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

H. NEW BUSINESS:

Item #2 moved to Item #1

1. Topic re: Chairman of the Berlin Police Commission has requested to speak to the Town Council about quality of life, safety, and vandalism issues on Brandegee Lane. – Police Commission

Police Commission Chair Steve Wilson stated that at the April Police Commission meeting about 20 residents of the area attended to explain the issues happening at the end of Brandegee Lane. Although Mr. Wilson and the Deputy Police Chief were aware of the situation, they did not know the extent of the issues.

When the baseball field was developed the parking lot was placed across the street and due to its placement and poor lighting it has become a place for bad people to gather. Some residents have even had their homes vandalized. Patrols have increased in the area and other actions are planned but the Police Commission is requesting the Town install at least two speedbumps on the street as soon as possible. Lighting is also requested for the center of the parking lot to discourage the loitering and criminal behavior.

Mr. Wilson stated that even though there are issues in various parts of Berlin, this issue is very concentrated and very fixable. If the items are installed as quickly as possible it is hoped that 70% to 80% of the problems can be resolved. He asks that it is a top priority for the Town.

Police Chief Matt McNally stated that the Police Department is aware of the situation. Police will continue their patrols of the area and suggested the addition of speed bumps could be temporary, permanent, or even speed tables which are easier to plow. “Non-normal” patrol tactics will be deployed, and he agrees that lighting, which has never existed in the lot before, will be a big help.

Mayor Kaczynski thanked everyone for bringing this issue to the Town Council’s attention. Town Manager Jayawickrema suggested that Public Works and the Police Department/Commission get together to develop a plan for the area.

Councilor Coppola inquired about adding a gate to the lot to prevent these gatherings. Mr. Wilson stated that the installation of jersey barriers was discussed but placement was an issue. He added that just a few hundred yards away in the high school parking lot which has lighting and there are no issues.

Mayor Kaczynski added that the addition of cameras should also be considered.

NO ACTION NEEDED

2. Topic re: Authorize the Town Manager to execute documents to facilitate transfer of title and ground lease execution for parcels of land at 143 Percival Avenue and 0 Carbo Lane, currently known as the Knights of Columbus property, contemporaneous with the closing of the financing.

Authorize the transfer of title and Ground Lease execution for both parcels of land from the Town of Berlin to the Berlin Housing Authority for the purpose of constructing up to 52 units of age restricted affordable housing to provide affordable housing options for seniors, contemporaneous with the closing of financing.

Authorize the Berlin Housing Authority to sublease both parcels of land to Berlin Affordable Housing, Inc., subject to the restrictions in the Lease between the Town and the Authority.

Paragraph 8, sub paragraph d, of the Modified and Restated Option Agreement be modified to change “not more than 50 units” to “not more than 52 units” and “incomes less than 50%” to “incomes less than 60%.” The purpose of the change is to reflect the increase in units and to bring the affordability formula in line with section 8-30g of the Connecticut General Statutes.

Authorize the Town Manager to extend the Modified and Restated Option Agreement between the Town of Berlin and the Berlin Housing Authority to the date of closing of financing and transfer of title/ground lease execution, no later than August 16, 2023. – Housing Authority

Town Manager Jayawickrema introduced this item stated that Housing Authority Chair Joe Bajorski and Attorney Marie Phelan of Pullman & Comley were in attendance this evening to explain the structure of the project.

Mr. Bajorski stated that currently there is \$34 million in an escrow account at Wells Fargo Statutory Trust. In addition, the Housing Authority passed a resolution at their last meeting and there is an engagement letter from Pullman & Comley. All the pieces are in place to start breaking ground on this project.

Attorney Marie Phelan stated that these housing projects are very different than general obligation bonds that towns are familiar with. The Housing Authority will issue the bonds which are issued under a trust indenture which is a contract between the Housing Authority and the trustee, US Bank. The bonds will be sold to Wells Fargo who will pay the Housing Authority through the trustee where the funds will be held under the trust indenture.

The \$34 million proceeds will be loaned to the Berlin Affordable Housing, Inc, the owner of the project pursuant to a loan agreement which will be secured by a mortgage on the property by an Assignment of Rents and Leases for the project. Those are then assigned to the Trustee who acts for the benefit of the bond holder which is Wells Fargo.

In order for the funds to be spent, Berlin Affordable Housing, Inc will need to present to the Trustee a requisition backed with receipts or invoices from the vendors doing the construction. The funds are then released to Berlin Affordable Housing, Inc to pay the construction costs.

Berlin Affordable Housing, Inc will provide an environmental indemnification to Wells Fargo therefore Wells Fargo is secured.

Corporation Counsel Jeff Donofrio stated that the big difference between what is being proposed now versus what had previously been proposed is that the Housing Authority had requested conveyance of the property and execution of the ground lease prior to the financing closing. That

has changed and the conveyance of the property and the execution of the ground lease will only happen if there is a closing on the financing.

Attorney Phelan stated that she has just received a request from Wells Fargo for a closing date of June 1st.

Mr. Bajorski added that \$34 million may not be the final cost of the project as the pricing estimate was done at the height of construction industry shortages. Also, other financing is being pursued which may include affordable low-income housing credits. Interest rates for permanent financing down the road are currently very attractive. Other grant opportunities may also exist.

Attorney Phelan added that these bonds are refundable within the year and can be paid down.

Mr. Bajorski added that the site plan is an age restricted site plan. Deed restriction had been previously discussed and some of the changes are reflected in tonight's motions. Upon closing Loureiro Engineering will start phase two of environmental studies on the Knights of Columbus buildings.

Mr. Bajorski stated that he will be returning to the Town Council regarding a Cooperation Agreement as the last agreement dates to 1984 and changes need to be made.

Councilor Paonessa moved to authorize the Town Manager to execute documents to facilitate transfer of title and ground lease execution for parcels of land at 143 Percival Avenue and 0 Carbo Lane, currently known as the Knights of Columbus property, contemporaneous with the closing of the financing.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved to authorize the transfer of title and Ground Lease execution for both parcels of land from the Town of Berlin to the Berlin Housing Authority for the purpose of constructing up to 52 units of age restricted affordable housing to provide affordable housing options for seniors, contemporaneous with the closing of financing.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved to authorize the Berlin Housing Authority to sublease both parcels of land to Berlin Affordable Housing, Inc., subject to the restrictions in the Lease between the Town and the Authority.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved that Paragraph 8, sub paragraph d, of the Modified and Restated Option Agreement be modified to change “not more than 50 units” to “not more than 52 units” and “incomes less than 50%” to “incomes less than 60%.” The purpose of the change is to reflect the increase in units and to bring the affordability formula in line with section 8-30g of the Connecticut General Statutes.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved to authorize the Town Manager to extend the Modified and Restated Option Agreement between the Town of Berlin and the Berlin Housing Authority to the date of closing of financing and transfer of title/ground lease execution, no later than August 16, 2023.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

- 3. Topic re: Approve the request of the Berlin Lions Club to waive the permit fee to Demolish the Pole Barn at 410 Beckley Rd. The total amount of the fee to be waived for this item is \$200.00. Also approve the request of the Berlin Lions Club to waive the permit fees to construct a new Cattle Barn at 410 Beckley Road. The total amount of the fee to be waived is approximately \$6,495.00. Total of fee waiver request \$6,695.00. – Building**

Town Manager Jayawickrema stated that a fee waiver would typically appear in the Consent Agenda, but he pulled this item out in order to have a discussion with the Council due to the amount being requested and whether or not the Town should impose a cap on fee waivers.

Councilor Paonessa stated that it is a large fee, but it is not a lot of expense for the Town to administrate the inspections and the Berlin Lion’s Club is a non-profit that donates fair revenues back into the community, so he is in favor of waiving these fees. He also believes the value of the building is out-of-pocket inflated because a lot of the work is donated by Lion’s Club members.

Councilor Veach also agreed that the fees should be waived because of all that the Berlin Lion’s Club does for the community, most recently donating an ATV to the Police Department.

Councilor Coppola stated she agrees with waiving these fees but added that possibly creating a cap for future fee waivers could be considered.

Town Manager Jayawickrema stated that this item was not necessarily meant to refuse this fee waiver request but to discuss whether limits should be imposed in the future.

Corporation Counsel stated that by and large other towns do have ordinances that cap fee waiver amounts.

Councilor Paonessa moved to approve the request of the Berlin Lions Club to waive the permit fee to Demolish the Pole Barn at 410 Beckley Rd. The total amount of the fee to be waived for this item is \$200.00.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved to approve the request of the Berlin Lions Club to waive the permit fees to construct a new Cattle Barn at 410 Beckley Road. The total amount of the fee to be waived is approximately \$6,495.00.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

4. Topic re: Approve and authorize the Town Manager to enter into a revised VantageCare Retirement Health Savings (RHS) Program Adoption Agreement. – Human Resources

Town Manager Jayawickrema stated that this is regarding a request from the Police Union to reduce their VantageCare Health Savings contributions from 2% to 1%. This program is self-funded which the Town does not participate in, and he believes the Union is preparing for the higher contributions coming with the pension and Human Resources is requesting Town Council approval of this reduction at the request of the Police Union.

Councilor Paonessa moved to approve and authorize the Town Manager to enter into a revised VantageCare Retirement Health Savings (RHS) Program Adoption Agreement.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

5. Topic re: Approve a waiver of the purchasing policies to allow for the purchase of a prefabricated 24'x 30' All Steel Gable Rectangular Savannah Pavilion from Fifthroom.com. for the amount of \$52,372.05 without competitive bidding due to the size and custom prefabrication of the product, and the limited availability of comparable vendors. - Board of Education

Board of Education Director of Operations Jeff Cugno stated that the Board of Education and the Town have proposed the construction of an outside classroom project pavilion at McGee Middle School. The project was sent to the Planning and Zoning Commission for an 8-24 review which was approved.

The pavilion will be custom made to match with the building and trim and will be made of steel. As many companies do not make this size pavilion in steel, all involved in the search found Fifthroom.com to be the vendor able to provide the pavilion needed. A local contractor will install per vendor specs. Corporation Counsel has reviewed the contract. Funding will be provided through Federal Grant programs to the Board of Education.

Councilor Paonessa moved to approve a waiver of the purchasing policies to allow for the purchase of a prefabricated 24'x 30' All Steel Gable Rectangular Savannah Pavilion from Fifthroom.com. for the amount of \$52,372.05 without competitive bidding due to the size and custom prefabrication of

the product, and the limited availability of comparable vendors since this is in the best interest of the town.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

6. **Topic re: Approve a modification to the tax abatement agreement for Newport Realty Group LLC related entities Newport 903-913 Farmington Ave, LLC, Newport 55 Steele Blvd LLC and 861 Farmington Avenue LLC for the Steele Center mixed-use development project based on the revised development plan The abatement schedule for the project will remain the same. The residential portion will be for 5 years of 80% in year 1, 70% in year 2, 60% in year 3, 50% in year 4, and 40% in year 5. The commercial portion will be for 10 years on the commercial of 70% for years 1 through 3, 60% for years 4 through 8, and 50% for years 9 and 10 per the town's tax abatement policy subject to review and approval by Corporation Counsel. – Economic Development**

Economic Development Director Chris Edge stated that Newport Realty initially planned for 60 units in an approximately 80,000 square foot building at 55 Steele Boulevard, but that plan has been modified to 50 units in an approximately 50,000 square foot building. The Economic Development Commission reviewed the requested tax abatement modification and recommended that the Town Council approve this change. The terms of the tax abatement schedule remain the same.

Councilor Paonessa moved to approve a modification to the tax abatement agreement for Newport Realty Group LLC related entities Newport 903-913 Farmington Ave, LLC, Newport 55 Steele Blvd LLC and 861 Farmington Avenue LLC for the Steele Center mixed-use development project based on the revised development plan The abatement schedule for the project will remain the same. The residential portion will be for 5 years of 80% in year 1, 70% in year 2, 60% in year 3, 50% in year 4, and 40% in year 5. The commercial portion will be for 10 years on the commercial of 70% for years 1 through 3, 60% for years 4 through 8, and 50% for years 9 and 10 per the town's tax abatement policy subject to review and approval by Corporation Counsel.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

7. **Topic re: Approve the transfers of \$10,000 from “Storm Related Overtime” to Auto Parts to cover further expenditures within the Auto Parts account for the remainder of FY2023. - Municipal Garage**

Town Manager Jayawickrema explained that due to inflation, supply chain issues, and additional vehicle repairs that are required these additional funds are being requested by the Fleet Manager. Funds are available in the Storm Related Overtime account.

Councilor Paonessa moved to approve the transfers of \$10,000 from “Storm Related Overtime” to Auto Parts to cover further expenditures within the Auto Parts account for the remainder of FY2023.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

8. **Topic re: Utilize State of Connecticut DAS contract no. 20PSX0154 and approve the estimate from HazPros, Inc. of West Hartford, CT. in the amount of \$161,062 which includes a 10 percent project contingency and prevailing wage for the abatement of asbestos containing floor tile and mastic along with air clearance monitoring associated with the classroom ventilator replacements at Willard School in conjunction with the HVAC project. – Facilities**

Town Manager Jayawickrema stated that a Town Meeting was held on May 2, 2023 to appropriate funds for the Willard School HVAC project. As discussed during that meeting, due to use of Federal ARPA funding for the project, prevailing wages had to be applied and the previously approved proposal HazPros, Inc did not include those wages.

Councilor Paonessa moved to utilize State of Connecticut DAS contract no. 20PSX0154 and approve the estimate from HazPros, Inc. of West Hartford, CT. in the amount of \$161,062 which includes a 10 percent project contingency and prevailing wage for the abatement of asbestos containing floor tile and mastic along with air clearance monitoring associated with the classroom ventilator replacements at Willard School in conjunction with the HVAC project.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

9. **Topic re: Authorize the Town Manager to enter into a unit price contract to purchase street line painting services (utilizing CRCOG Contract #743) with the most cost- effective and qualified Contractor. – Public Works**

Public Works Director Mike Ahern stated that in connection with the 2023 road reconstruction season staff is requesting to use the Connecticut Region Council of Government's unit price contract for various pavement marking strategies throughout the town. The most cost effective and responsible contractor will be selected based on the type of markings and unit prices between vendors.

Councilor Paonessa moved to authorize the Town Manager to enter into a unit price contract to purchase street line painting services (utilizing CRCOG Contract #743) with the most cost- effective and qualified Contractor.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

10. **Topic re: Utilize the State of Connecticut Department of Administrative Services Contract #20PSX0137 to purchase concrete catch basin materials and related items using uncommitted funds either in the Bonded Road Improvement Account, Grant Road Improvement Account or the Road and Bridge Improvement Account, as determined by Public Works and Finance, over the life of this contract. – Public Works**

Public Works Director Ahern stated that in May 2021 the Town Council approved the use of the Connecticut Department of Administrative Services contract for the purchase of drainage structures and related items.

Due to a number of reasons including focusing on paving shorter roads with more drainage structures Public Works is about to exceed the \$40,000 purchasing level that was approved in 2021 and more material is required this fiscal year.

Councilor Paonessa moved to utilize the State of Connecticut Department of Administrative Services Contract #20PSX0137 to purchase concrete catch basin materials and related items using uncommitted funds either in the Bonded Road Improvement Account, Grant Road Improvement Account or the Road and Bridge Improvement Account, as determined by Public Works and Finance, over the life of this contract.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

Councilor Veach stated that she has received a number of calls from residents concerned about the road reconstruction being done on Porters Pass and inquired if it was a State or Town project. Mr. Ahern stated that it is a Town project which is a total reconstruction of the road. Councilor Veach inquired if there was anything the Town could do to keep dust down and Mr. Ahern stated that he will discuss the use of water to keep the dust down with the subcontractor doing the work. He added that information on the project will be posted on the Town's website to keep residents informed.

11. Topic re: Extend Contract #2021-17 for tree removal services with Distinctive Gardens & Tree Care of South Windsor CT for two additional years with a three percent increase per year beginning on May 1, 2023 and ending on April 30, 2025. Funding will come from established line-item accounts within the relevant fiscal year departmental budgets. – Public Works

Public Works Director Ahern stated that Distinctive Gardens & Tree Care (Distinctive) was awarded the bid for tree removal services in March 2021 with an end date of April 30, 2023 and provided for two, two-year extensions.

Distinctive initially offered a two-year extension with a 15% one-time increase in the unit rates but after further discussion with staff offered a two-year extension with a 3% increase per year.

Councilor Paonessa moved to extend Contract #2021-17 for tree removal services with Distinctive Gardens & Tree Care of South Windsor CT for two additional years with a three percent increase per year beginning on May 1, 2023 and ending on April 30, 2025. Funding will come from established line-item accounts within the relevant fiscal year departmental budgets.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

12. Topic re: Refer to the Planning and Zoning Commission for a Section 8-24 review an easement from the Town for three drainage pipes coming out from 522 and 554 Berlin Turnpike on to

the Town of Berlin Water Control property, MBL 10-1-83-16, 604 Berlin Turnpike. – Town Manager

Town Manager Jayawickrema stated that the owners of 554 Berlin Turnpike are in the process of selling the property to their current tenant. The property has three drainage pipes that are either located on or discharge onto Town of Berlin property at 604 Berlin Turnpike. The owner is requesting that the Town grant an easement for the existing drainage pipes which would require an 8-24 review by the Planning and Zoning Commission.

Councilor Paonessa moved to refer to the Planning and Zoning Commission for a Section 8-24 review an easement from the Town for three drainage pipes coming out from 522 and 554 Berlin Turnpike on to the Town of Berlin Water Control property, MBL 10-1-83-16, 604 Berlin Turnpike.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

- 13. Topic re: Support proposals from the Prudence Crandall Center, the Kensington Congregational Church, and The Friends of the Worthington Meeting House, Inc for the 2023 Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program and approve the setting of a Public Hearing for Tuesday, June 6, 2023 at 7:00 p.m. to discuss the proposals from the Prudence Crandall Center and the Kensington Congregational Church for the 2023 CT NAA Tax Credit Program and to solicit citizen input.**

Designate Aroscha Jayawickrema, Town Manager, the liaison for the Town of Berlin to handle all Neighborhood Assistance matters. – Town Manager

Town Manager Jayawickrema stated that the Connecticut Neighborhood Assistance Act Tax Credit Program provides a tax credit to businesses that make cash investments in qualifying community programs conducted by tax exempt or municipal agencies.

This year two proposals were submitted by the Prudence Crandall Center, one from the Kensington Congregational Church, and one from the Friends of Worthington Meeting House, Inc.

This request is to approve setting a Public Hearing for June 6, 2023.

Councilor Paonessa moved to support proposals from the Prudence Crandall Center, the Kensington Congregational Church, and The Friends of the Worthington Meeting House, Inc for the 2023 Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program and approve the setting of a Public Hearing for Tuesday, June 6, 2023 at 7:00 p.m. to discuss the proposals from the Prudence Crandall Center and the Kensington Congregational Church for the 2023 CT NAA Tax Credit Program and to solicit citizen input.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved to designate Aroscha Jayawickrema, Town Manager, the liaison for the Town of Berlin to handle all Neighborhood Assistance matters.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

I. APPOINTMENTS:

- 1. Berlin-Peck Memorial Library Board** – Sharon Powell (U) (does not want to be reappointed) term expires on January 31, 2023. Reappointment term would be until January 31, 2026. Can be filled with a D, R or U.

Councilor Paonessa placed in nomination the name of Kevin Wilhelm (D) of 237 Vineyard Drive for appointment to the Berlin-Peck Memorial Library Board.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of Kevin Wilhelm (D) to serve on the Berlin-Peck Memorial Library Board. Term ending January 31, 2026.

- 2. Commission for the Aging** – Lois Ustanowski has resigned – Term would be until January 31, 2024. Can only be filled with a D or U.
- 3. Commission for Persons with Disabilities – Vacancy**- Term expires on January 31, 2023. Replacement term would be until January 31, 2026. Can be filled with a R or U.
- 4. Conservation Commission – Vacancy** – Alternate – Term would be until January 31, 2026. Can be filled with a D, R or U.
- 5. Constables – 3 Vacancies** -Terms would be until December 2023. Can be filled with D, R, or U with no more than a bare majority to be from one political party (Section 8-6).
- 6. Inland Wetlands & Water Courses Commission** – Alternate –Replacement would be until January 31, 2026. Can be filled with a D, R or U.
- 7. Inland Wetlands & Water Courses Commission** – Alternate - Replacement would be until January 31, 2026. Can be filled with a D, R or U. (Depend on the above appointment).
- 8. Parks and Recreation Commission** –Term expires on January 31, 2023 replacement would be until January 31, 2026. Can be filled with a D, R or U.
- 9. Plainville Area Cable Television Advisory Council (PACTAC) – 2 Vacancies** – New terms would expire on June 30, 2023. Can be filled with a D, R or U. There are only two members from Berlin for this board.

10. Planning and Zoning Commission – Alternate - Nikki Sambitsky has resigned. Replacement would be until January 31, 2026. Can be filled with a D, R or U.

11. Public Building Commission –Replacement would be until January 31, 2028. Can be filled with a R, D or U.

12. Veterans' Commission – Robert Smith (R) passed away on April 20, 2023. Replacement would be until January 31, 2024. Can be filled with a D, R or U.

Councilor Paonessa placed in nomination the name of Adam Revoir (R) of 226 Percival Avenue for appointment to the Veterans' Commission.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of Adam Revoir (R) to serve on the Veterans' Commission. Term ending January 31, 2024.

13. VNA –Replacement would be until January 31, 2026. Can be filled with a D, R or U.

14. VNA –Replacement would be until January 31, 2026. Can be filled with a D, R or U.

15. VNA –Replacement would be until January 31, 2026. Can be filled with a D, R or U.

16. VNA –Replacement would be until January 31, 2026. Can be filled with a D, R or U.

17. Water Control Commission – Alternate – Vacancy – Term would be until January 31, 2024. Can be filled with a D, R or U.

18. Water Control Commission –Alternate - Vacancy -Term would be until January 31, 2026. Can be filled with a D, R or U.

19. Water Control Commission – Alternate – Vacancy – Term would be until January 31, 2026. Can be filled with a D, R or U. (Depending on the above two appointments).

20. Youth Services Advisory Board – Youth - Vacancy – Term would be until January 31, 2026.

Councilor Veach placed in nomination the name of Nathan DeJackome of 66 Ellwood Road for appointment to the Youth Services Advisory Board - Youth.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of Nathan DeJackome to serve on the Youth Services Advisory Board - Youth. Term ending January 31, 2026.

21. Youth Services Advisory Board – Service Consumer –Replacement would be until January 31, 2026. Can be filed with a D, R or U.

Councilor Veach placed in nomination the name of Nicole Tierney (D) of 132 Four Rod Road for appointment to the Youth Services Advisory Board – Service Consumer.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of Nicole Tierney to serve on the Youth Services Advisory Board – Service Consumer. Term ending January 31, 2026.

22. Zoning Board of Appeals – Alternate – Vacancy – Term would be until January 31, 2024. Can be filled with a D, R or U.

Councilor Coppola placed in nomination the name of Michael Simonetta (R) of 146 Hummingbird Drive for appointment to the Zoning Board of Appeals – Alternate.

Mayor Kaczynski asked if there were any further nominations. There being no further nominations, he declared the nominations closed.

Vote being 7-0 in favor of Michael Simonetta to serve on the Zoning Board of Appeals – Alternate. Term ending January 31, 2024.

J. TOWN MANAGER’S REPORT:

- The Town is getting close to wrapping up the Police Department pension plan. The plan is to present it to the Town Council and Union leadership and by June 30th begin to move forward to determine amounts employees have in their current Defined Contribution (DC) plans. Actuaries will then run numbers to determine amounts needed to be contributed to get to the Defined Benefit (DB) plan. Police employees will be given a 60-day window to decide if they want to stay with the DC plan or switch to the DB plan.
- An Employee Recognition program will be held on Thursday June 8th at Timberlin Golf Course. Town offices will be closed from 11:45 a.m. to 2:15 p.m. on that day and notice of the closing will be posted on the Town’s website and newspapers. This year’s program will recognize a number of employees who have been with the Town between five and 40 years.
- The Town Council was provided with copies of the updated Plan of Conservation and Development. Any comments or questions should be directed to Maureen Giusti before June 15, 2023 when Planning and Zoning will be holding a Public Hearing.

K. SPECIAL COMMITTEE REPORTS:

None

L. COUNCILORS' COMMUNICATION:

Councilor Veach stated that today is National Peace Officers Day. She thanked all Peace Officers for all that they do every day. Mayor Kaczynski stated that a ceremony was held for Town of Berlin officers. Councilor Veach also congratulated the new Deputy Police Chief Drew Gallupe on his promotion.

Mayor Kaczynski stated that not all Town meetings are recorded on Zoom, and he would like to see all meetings recorded. He added that he believes that would need to be done by ordinance and he would like to start that discussion. The date of June 6, 2023 at 6:15 p.m. was decided for the next Ordinance Committee meeting.

M. ACCEPTANCE OF MINUTES:

April 18, 2023

April 12, 2023 - Special Joint Meeting

May 2, 2023 – Special Meeting

Councilor Paonessa moved to approve the April 18, 2023 Town Council Meeting Minutes as presented.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved to approve the April 12, 2023 Special Joint Town Council and Board of Finance Meeting Minutes as presented.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

Councilor Paonessa moved to approve the May 2, 2023 Town Council Special Meeting Minutes as presented.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

N. ADJOURNMENT:

Councilor Paonessa moved to adjourn at 9:21 p.m.

Seconded by Councilor Rosso.

Vote being 7-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall
Clerk of the Meeting

Received on 5/23/2023
at 3:17:01 PM by Town Clerk
Kathryn J Wall

2023-05-30 Town Council Special Meeting Minutes

Join Zoom Meeting

<https://berlinc-town.gov.zoom.us/j/81624751581?pwd=R0ZKcUp6MExqM2ZHMkVVNUhiQUF3dz09>

Meeting ID: 816 2475 1581

Passcode: 296686

+1 929 205 6099 US (New York)

**TOWN OF BERLIN
SPECIAL TOWN COUNCIL MEETING
Tuesday, May 30, 2023
Town Council Chambers (in person)
Remote Meeting
7:00 P.M.**

A. CALL TO ORDER:

Mayor Kaczynski called the Special Town Council Meeting to order at 7:01 p.m.

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL:

Those in attendance were:	Councilor Sandra Coppola Councilor Casey Foster Mayor Mark Kaczynski Councilor Charles Paonessa Councilor Donna Risolo – <i>arrived at 7:04 p.m. Via Zoom</i> Councilor Peter Rosso Councilor Donna Veach – <i>via Zoom</i>
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Also in attendance:	Town Manager Aroscha Jayawickrema Corporation Counsel Jeffrey Donofrio
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D. AUDIENCE OF CITIZENS:

Julia Dennis, 115 Norton Road – Ms. Dennis, President of the Berlin Board of Education, stated that she wished to speak about the most recent budget referendum and voter turnout as the April referendum had an approximate 10% voter turnout and the May referendum's turnout was 7.26 % as the Town Council will be discussing the budget and the recommendations set forth by the Board of Finance (BOF).

Ms. Dennis continued by stating that it is easy to say that only 7.26% of voters came out for the second referendum therefore we must be doing a good job, or that that percentage is not enough to dictate a mill rate increase for many. However, the turnout from past elections should be considered and she shared turnout figures from April 2018 forward. She has been hearing voters say that their vote doesn't matter.

Ms. Dennis shared an email with the Town Council regarding the possibility of finding other locations other than the elementary schools for the budget referendums as residents are concerned about school safety and the schools remain open during the referendums.

Peter Zarabozo, 158 Ellwood Road – Mr. Zarabozo thanked the Town Council for putting out the signs reminding voters of both budget referendums. He added that he was disappointed that the Board of Finance went against the advisory opinion of the voters, and he hopes that the Town Council listens to the voters' opinions.

Sam Lomaglio, 78 Hickory Hill Road – Mr. Lomaglio stated that voter turnout is traditionally low nationwide, and he believes that Berlin voters understand that this was a revaluation year, and the Town budget can't consistently be cut. He added that he thinks the Board of Finance did the right thing.

Mr. Lomaglio stated that he believed that the Board of Education (BOE) deserved \$495,000 until he did his own research. The BOE received their highest budget increase in 20 years which the Superintendent of Schools was very happy with, yet there are still people saying that the BOE will have to make cuts. He suggests that the Town Council accept the current budget.

Imelda Mongillo, 86 Devonshire Way – Ms. Mongillo stated that the Superintendent of Schools had initially submitted a budget which included a number of cuts. A group of parents spoke about this at a BOE meeting and the BOE decided to increase the budget from what the Superintendent requested to meet contractual obligations. The parents believe that budget is in the best interest of the schools and children and the voters stated that the BOE budget that went to referendum is too low, yet the BOF decided to not even consider what the voters are saying. Ms. Mongillo added that she is asking for the Town Council to reject the budget and go to a joint meeting with the BOF.

E. NEW BUSINESS:

1. Topic re: Discussion and possible action concerning the budget. – Town Clerk/Finance

Mayor Kaczynski stated that he was surprised that voters stated that the Town budget was too high as almost everything was removed from the budget including all capital project funds. There is, however, a projected \$5 million surplus that can be used to cover those projects. Unfortunately, with the revaluation that just occurred, property values increased which will lead to higher taxes that is why the Town has looked at every way to decrease the mil rate.

Councilor Rosso stated that he does not have a problem with keeping the Town budget where it is. Councilors Foster, Risolo, and Veach agreed.

Mayor Kaczynski then moved on to the Board of Education (BOE) budget. Over the last five years the BOE budget has had an average 3.14% increase, prior to the current party coming in to power the increase averaged 1.45%. The per pupil spending, which is the measure of monies going into the school system used by State and Federal governments as well as the BOE, is currently \$20,333 in Berlin which is higher than many other school districts and will increase during the next fiscal year even with a declining enrollment.

2023-05-30 Town Council Special Meeting Minutes

Superintendent of Schools Brian Benigni's budget request was for a 3.46% increase to meet contractual obligations and the current BOE budget is at a 3.6% increase. Mayor Kaczynski stated that the BOE's own material stated that they were happy with the budget for the last three years. He added that in his research going back 20 years he has never seen the BOE increase the Superintendent's budget and he is not sure what they are basing it on as he has never seen a good explanation.

Board of Education President Julia Dennis stated that the Superintendent's budget had a number of reductions and after hearing from members of the community a motion was made and the BOE voted 7-2 to add the reductions back into the budget.

Mayor Kaczynski stated that it was also disturbing to see all the incorrect information posted on social media that no one from the BOE corrected. Ms. Dennis stated that the BOE has a social media policy that, as a Board, they do not comment and get into discussions online with people, but she was messaging those with concerns via Facebook Messenger and having non-BOE members respond with correct information. Mayor Kaczynski stated that perhaps the BOE should appoint a social media manager to provide correct information to the public. Ms. Dennis stated that she will bring that suggestion to the BOE.

Mayor Kaczynski inquired about how the BOE has been able to have surpluses in recent years after receiving budget increases that cover contractual obligations. Ms. Dennis stated that the BOE has had to make reductions and now they are at a point where they can no longer reduce. Mayor Kaczynski inquired about reduced enrollment in Berlin yet the BOE receiving a budget increase while a town like Rocky Hill has had a 6% increase in enrollment with less per pupil spending. Ms. Dennis stated that there could be a number of factors including when Rocky Hill teachers negotiated their contracts versus when Berlin negotiated, the number of special education students, and inflation on required services. Mayor Kaczynski stated that the Town has repeatedly suggested that the BOE use School Choice funds which will get them the additional funds they are requesting and if new students move into the district the Town will cover those needed funds.

Ms. Dennis explained that the BOE has held off making any budget decisions until after the second referendum. If the budget increase remains at 3.6%, they will need to make decisions to fund the gap. Their proposed budget included other positions such as the LEAD teacher at McGee as an assistant principal was eliminated and there are significant needs there.

Councilor Rosso stated that he can not support the presented budget because people came out and voted a tax increase on themselves by stating that the BOE budget was too low knowing that it is a revaluation year and that says a lot to him.

Councilor Paonessa stated that he is in support of the budget as presented as the Board of Finance (BOF) did a tremendous amount of work on it and a joint meeting will not get the votes.

Councilor Coppola stated that the budgets have been looked over multiple times and the 3.6% increase that the BOE is receiving covers what is needed. In her experience in the business world, you are presented with a budget, and you must make it work. She added that with 7% of voters showing up at the polls we still have 93% of the Town to think about, and she trusts the work that the BOF has done therefore she will accept the budget as presented.

2023-05-30 Town Council Special Meeting Minutes

Councilor Veach stated that the BOF has done a phenomenal job and she believes it is a good budget and we are moving forward in a very bipartisan way. Times are tough but if we can hold taxes and make the BOE fairly whole then it is a good thing.

Councilor Risolo stated that she would obviously like to see the BOE fully funded to the amount they requested but she is going to vote in a practical manner as the BOF did increase the BOE budget however she believes that going forward she believes McGee does need more support on the upper level.

Councilor Paonessa moved to accept the Board of Finance budget as presented to the Town Council.

Seconded by Councilor Coppola.

Those voting in favor: Councilor Coppola, Councilor Foster, Councilor Paonessa, Councilor Risolo, Councilor Veach, Mayor Kaczynski.

Voting against: Councilor Rosso

Vote being 6-1 (MOTION CARRIED)

2. **Topic re: Approve a payment up to \$19,000 to Sav-Mor Heating and Cooling of Southington, CT for work performed related the YMCA daycare project at McGee School and Hubbard School on behalf of LINK general contracting formally of Tariffville, CT now of Windsor Locks, CT to avoid legal action against the Town as closeout continues with the Town of Berlin, LINK general contracting and the Town of Berlin's Corporation Council. – Facilities**

Town Manager Jayawickrema stated that this item is time sensitive and pertains to the YMCA daycare project. The project was substantially completed, and occupancy was approved in 2022 however the general contractor LINK is behind making payments to two subcontractors, Sav-Mor Heating and Cooling (Sav-Mor) and T&T Electrical Contractors.

The contractor has made some progress paying the subcontractors but not quickly enough and Sav-Mor has informed the Town that they will pursue legal action against the Town unless the amount they are owed is paid in full by May 31, 2023. Unfortunately, the contractor failed to obtain the payment and performance bonds that were required and as a result the Town is liable to the subcontractors.

To avoid legal action the best course of action would be to pay the remaining balance owed to Sav-Mor while the Town and LINK work toward a resolution with Corporation Counsel. LINK does want to work to get the subcontractor paid and they have been paying them a little at a time. The payment the Town makes to Sav-Mor would be repaid by LINK.

Corporation Counsel Jeff Donofrio stated that the general contractor has repeatedly failed to honor its promises to pay Sav-Mor so to avoid legal action the Town can close out Sav-Mor and he will pursue reimbursement from LINK. He added that LINK has been paid in full for the project by the Town, yet the subcontractors remain unpaid.

2023-05-30 Town Council Special Meeting Minutes

Councilor Paonessa stated that there is the possibility that the other subcontractor may come after the Town for payment once they see Sav-Mor being paid. Town Manager Jayawickrema stated that T&T Electrical is working with LINK to obtain payment.

Facilities Director Doug Solek stated that he apologizes for the missing payment and performance bonds. There is retainage for the project however it is the YMCA's retainage, and this is the cleanest way to resolve the issue.

Councilor Paonessa moved to approve a payment up to \$19,000 to Sav-Mor Heating and Cooling of Southington, CT for work performed related the YMCA daycare project at McGee School and Hubbard School on behalf of LINK general contracting formally of Tariffville, CT now of Windsor Locks, CT to avoid legal action against the Town as closeout continues with the Town of Berlin, LINK general contracting and the Town of Berlin's Corporation Council.

Seconded by Councilor Coppola.

Vote being 7-0 (MOTION CARRIED)

F. ADJOURNMENT:

Councilor Coppola moved to adjourn at 8:09 p.m.

Seconded by Councilor Rosso.

Vote being 7-0 (MOTION CARRIED)

Submitted by,

Kathryn J. Wall
Clerk of the Meeting

Received on 6/1/2023
at 11:56:38 AM by Town Clerk
Kathryn J Wall

